

C. Data Collected in 462 Report

- Informal/Pre-Complaint Counselings, ADR, Complaint Filings, Agency Resources, Bases and Issues Alleged, Statutes Raised, Complaint Closures, Corrective Actions, Pending Stages, Investigative Time frames, Informal/Formal ADR, and ADR Resources.
- Certain kinds of individual class action cases.
- Mixed Case Complaints are to be counted in the reporting.

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D. Data Not Collected in 462 Report

- Class Complaint, ADEA Civil Action, MSPB, Grievance, and Breach of Settlement Agreement.

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E. Roles and Responsibilities

- **EEOC**
 - Validates new agency users
 - Manages users' access to website
 - Responds to questions (email: Form462Form462@eeoc.gov)
 - Assists agency administrators
 - Grants overrides
 - Reviews and provides feedback on agency reports
 - Issues agency PINs to EEO Directors

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E. Roles and Responsibilities (Cont'd)

- **Agency Administrator**

- Validates new sub-component users
- Organizes and manages agency data and tracking
- Defines "other" categories
- Requests overrides
- POC for EEOC Site Administrator
- Requests Review/PIN for agency
- Responds to feedback from EEOC

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E. Roles and Responsibilities (Cont'd)

- **Sub-component Administrators**

- Organizes and manages component data and tracking
- Makes suggestions for "other categories"
- Completes component report
- Uses auto and manual edit-check to validate data
- Certifies that the component report is complete
- Assists Agency Administrator in responding to feedback from EEOC

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F. Suggested Action Items for Preparing for the Form 462 Report

- **Review the FY10 User's Instruction Manual**

- Check complaints data for those pending acknowledgement letters, investigations, hearings and FAD requests to determine if they can be completed before the FY10 report is due.
- Review feedback emails from EEOC and/or your agency regarding your previous EEOC Form 462 reports to ensure that similar problems are not replicated in the FY 10 data.

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F. Suggested Action Items (Cont'd)

- Create / Generate a Form 462 and use the Edit Checklist in Appendix G of User's Instruction Manual to identify and resolve any possible data problems.
- Review "Other" categories in Parts I, IV, VII, X, and XI to generate suggestions for defining those fields.
- Gather the "EEOC hearing number" for the oldest case pending a hearing to be entered in the comment section of Part VIII of the 462 report.

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F. Suggested Action Items (Cont'd)

- Queries of database can assist in edit-checking
 - Run report for cases in which counseling completed/ended but no formal complaint was filed and ensure that those cases are closed unless the decision to file is still pending at end of FY.
 - Run report on informal counselings with no issues or bases information. This also may be driver in database for statute information.

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F. Suggested Action Items (Cont'd)

- Queries of database can assist in edit-checking con't
 - Run report on investigations to ensure that amendment, consolidation, and extension information was input so that database is accurately computing timeliness.
 - Run report on cases consolidated to ensure that they are being tracked as joint processing units and not as individual cases - For Part II only.

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F. Suggested Action Items (Cont'd)

- Queries of database can assist in edit-checking con't
 - Run report of Merit FADs to determine which were issued, which are still pending, and which did not have a complainant affirmatively elect a hearing or FAD.
 - Run report for all AJ Decision Findings, Merit FAD Findings, and Settlements (formal and informal). Review monetary and non-monetary benefits. If necessary, pull copies of Final Actions and Settlements.

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G. Prepare a Timeline for Submission

- Review FY 10 User's Instruction Manual and prepare your questions for EEOC in September. Manual available by mid August 2010.
- Any agency 462 training should be accomplished by mid September.
- EEOC Form 462 Web Site will be operational on **September 15, 2010** for registrations and data entry can begin Oct 1, 2010.
- Reports must be complete and certified to EEOC by **Nov 1, 2010**.

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"What does Reports must be complete by 10/31 mean this year?"

- After all data is entered, run the Auto edit check from the 462 tab and make necessary corrections. Click the "Request a Review/PIN" link from the agency/admin tab
- Make edits based on feedback email received after EEOC reviews and again re-click the "Request a Review/PIN" link

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“What does Reports must be complete by 10/31 mean this year?” (Cont’d)

- When EEOC has no further inquiries, a PIN will be sent to the EEO Director and simultaneously an email will be sent to the preparer.
- The PIN must be entered prior to 11/01/10 for the agency’s report to be considered timely.

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EEOC FORM 462 FY 2010 Home

Home



**EEOC Form 462 Annual
Federal Equal Employment
Opportunity Statistical Report**

Notice: Agency must certify by PIN all data as accurate in the Form 462 report on or before Monday, November 1, 2010. Those reports will then be electronically added to EEOC’s FY 2010 MD-715 file for the agency. This year sub components’ reports will be electronically stamped with the agency’s PIN and will be electronically added to EEOC’s FY 2010 MD-715 file for the subcomponent.

Account Login

User ID:

Password:

[sign in](#) [register](#)

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EEOC Form 462 FY2009

User Account

* First name:

* Last name:

* NI:

* Title:

* Address1:

Address2:

Address3:

* City:

State:

* Zip:

* Phone:

Ext:

* Email:

Country:

* Agency:

Sub-Component:

* Grefic:

* User ID:

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H. Tips on Navigating the Web-Site

- Always use the links on the web page to move from section to section.
- Never use the "back" or "forward" buttons in the browser as you may lose data.
- Values should be entered without commas or dollar signs.
- Each page has a "Fill with Zeros" link that can be used to complete the page boxes for which you do not have data.
- Larger boxes on the web page represent auto-total fields and no data can be entered in those boxes.

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[Fill with zeros](#)
You must enter a valid value in the following fields:

- ERROR! The number of individuals on Part I, Line C, "Total Completed/Ended Counselings" (4 entered) and Part I, Line D.3, "Completed/Ended Counselings" (0 entered) must be the same.

COMBINED TOTAL

	Counselings	Individuals
C. Total Completed/Ended Counselings	<input type="text" value="0"/>	<input type="text" value="4"/>
1. Counseled within 30 days	<input type="text" value="0"/>	<input type="text" value="0"/>
2. Counseled within 31 to 90 days	<input type="text" value="0"/>	<input type="text" value="0"/>
a. Counseled within written extension period no longer than 60 days	<input type="text" value="0"/>	<input type="text" value="0"/>
b. Counseled within 90 days where individual participated in ADR	<input type="text" value="0"/>	<input type="text" value="0"/>
c. Counseled within 31-90 days that were URGENTLY	<input type="text" value="0"/>	<input type="text" value="0"/>
3. Counseled beyond 90 days	<input type="text" value="0"/>	<input type="text" value="0"/>
4. Counseled due to remands	<input type="text" value="0"/>	<input type="text" value="0"/>

Errors or warnings were detected in validating this information. To save the information anyway press the "Save with errors" link below. Otherwise make your changes and press the "Save" link to revalidate and save the form information.
[Save \(stay on this page\)](#) [Save with errors \(stay on this page\)](#)
[Save \(go to next page\)](#) [Save with errors \(go to next page\)](#)
[Save \(go to table of contents\)](#) [Save with errors \(go to table of contents\)](#)
[Cancel](#)

Comments [Add new comment](#)

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New Basis Collected in FY 2010 Report

EEOC Form 462 FY2010 [www.eeoc.gov/eeo/eeof462/eeof462_2010_03_01_01](#)

Home Form 462 Worksheets Agency Admin Admin

ZZSite Administration
From 10/1/2009 To 9/30/2010
Part IV - Bases and Issues Alleged In Complaints Filed

[Fill with zeros](#)

Issues of alleged discrimination	Age	Mental	Disability	Physical	GINA
A. Appointment/Hire	<input type="text"/>				
B. Assignment of duties	<input type="text"/>				
C. Awards	<input type="text"/>				
D. Conversion to full time	<input type="text"/>				
E. Other basis of alleged discrimination	<input type="text"/>				
1. Demotion	<input type="text"/>				
2. Reprimand	<input type="text"/>				
3. Suspension	<input type="text"/>				
4. Removal	<input type="text"/>				
5. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

NOTE: Click on Agency Admin to define Other

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I. Complex Areas of the Report

- Part II Section C – Remands
- Part III Section B – Contractor Training
- Part VI Section D – Time period categories
- Part VII Section F – Non-Monetary Benefits
- Part IX – Investigation Costs & Time period categories
- Part XII Section C – EEO ADR Program Mgrs
- Mixed Cases
- Class Action Cases

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Part II - Formal Complaint Activities

Fill with zeros

- A. Complaints on hand at the beginning of the reporting period
- B. Complaints filed
- C. Remands (sum of lines C1+C2+C3)

NOTE: Remands that occurred during the current reporting period should be counted and included in this section in Part II.C. even if they are counted in Part II.A or II.B. However, be sure to count them in the proper location in Part II.C. For example, if a remand is also included in Part II.A or II.B., be sure to include it in Part II.C.C.2 or C.3. Do not count it as a duplicate of a complaint found in Part II.A or II.B and if it is a remand that is not included in II.C.1 or II.C.2, then be sure to include it in Part II.C.2 or C.3. Know if it is a case that has more than one remand in the same period.

- C.1. Remand (not included in A or B)
- C.2. Remands (included in A or B)
- C.3. Number of additional remands in this reporting period that are not captured in C.1. or C.2. above
- C.4. Additional closure in this reporting period not reflected in F. or H. that resulted from remands
- D. Total Complaints (sum of lines A+B+C1)

NOTE: Line D (Total Complaints) will be the sum of lines A + B + C1. This will ensure the line D does not contain the duplicate count of the complaints on hand (line A) or the complaints filed (line B) were also remanded in the same current reporting period.

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Part III - Agency Resources, Training, Reporting Line B. Agency & Contract Staff Training

Fill with zeros

Agency & Contract Staff Training	Counselors		Investigators		Counts/ Investig	
	Agency	Contract	Agency	Contract	Agency	Contract
1. New Staff - Total	<input type="text" value="0"/>					
a. Staff receiving required 32 or more hours	<input type="text" value="0"/>					
b. Staff receiving 8 or more hours, usually given to experienced staff	<input type="text" value="0"/>					
c. Staff receiving no training at all	<input type="text" value="0"/>					
2. Experienced Staff - Total	<input type="text" value="0"/>					
a. Staff receiving required 8 or more hours	<input type="text" value="0"/>					
b. Staff receiving 32 or more hours, generally given to new staff	<input type="text" value="0"/>					
c. Staff receiving no training at all	<input type="text" value="0"/>					

NOTE: Please provide a comment detailing why staff did not receive the requisite training.

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Cost of Agency Investigations (Cont'd)

- Miscellaneous costs.** Miscellaneous costs for agency investigations include the cost of photocopying, supplies, mailing, travel, court reporting, witnesses, training on conducting investigations., etc. For contract investigations, include miscellaneous costs (photocopying, mailing, etc.) expended on awarding and administering the contracts for completed investigations.

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Part XII - Summary Of EEO ADR Program Activities
EEO ADR Resources

Fill with zeros

A. No longer collected

B. Employees that can participate in EEO ADR

C. Resources that manage ADR program (Does not include neutrals as reported in Parts 5, 8 & 11.)

1. In-House Full time (40 hours EEO ADR only)	<input type="text"/>
2. In-House Part time (32 hours EEO ADR only)	<input type="text"/>
3. In-House Collateral duty (Others/Non-contract)	<input type="text"/>
4. Contract (Another Federal agency/Private organizations)	<input type="text"/>

Amount
\$

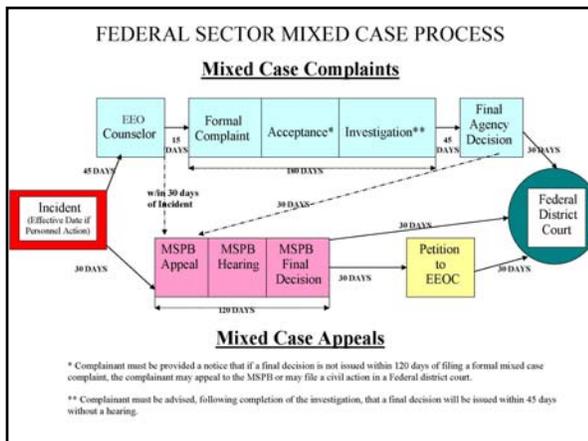
D. ADR Funding Spent

E. ADR Contact Information

1. Name of ADR Program Director/Manager	<input type="text"/>
2. Title	<input type="text"/>
3. Telephone Number (format XXX-XXX-XXXX)	<input type="text"/>
4. Email	<input type="text"/>

F. ADR Program Information

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Class Complaints

- Report individual cases subsumed in a class action PENDING certification and individual complaints of class agent FILED due to AJ decision to dismiss a class complaint.
- Do Not Report individual cases subsumed in CERTIFIED class action or individual complaints of a class agent Dismissed under 29 C.F.R. §1614.107 by an AJ decision when the class complaint was Dismissed or any underlying class complaint counselings.

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New Data Collection in FY 2010 Report

- Part IV new basis of GINA collected
- Part IVa and Part IVb of the FY 2010 Report will collect data on the bases and issues that were alleged in counselings and complaints that were settled and those bases and issues in findings of discrimination made by AJs and by the agency in FADs.
 - Bases will be reported in Part IVa
 - Issues will be reported in Part IVb

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Part IVA - Bases of Discrimination in Findings And Alleged in Settlements

(fill with zeros)

Findings/Allegations In:	American Indian / Alaska Native	Asian	Race Native Hawaiian / Other Pacific Islander	Black / African American	White	Two Or More Races
1. Counseling Settlement Allegations						
1a. Number of Counselings Settled						
1b. Number of Counselings Settled With						
2. Complainant Settlement Allegations						
2a. Number of Complainants Settled						
2b. Number of Complainants Settled With						
3. Final Agency Decision Findings						
3a. Number of FADs with Findings						
3b. Number Complainants Issued FAD Findings						
4. AJ Decision Findings						
4a. Number AJ Decisions With Findings						
5. Final Agency Order Findings						
5a. Number of Final Orders with Findings						
5b. # of Complainants issued FOs with Findings						
TOTAL SETTLEMENT ALLEGATIONS						
TOTAL FINAL ACTION FINDINGS						

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Questions/Contact Information

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ANNUAL FEDERAL EQUAL OPPORTUNITY
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS
(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT:

REPORTING PERIOD: FY

PART I - PRE-COMPLAINT COUNSELING

EEO COUNSELOR	COUNSELINGS		INDIVIDUALS	
	COUNSELINGS	INDIVIDUALS	COUNSELINGS	INDIVIDUALS
A. TOTAL COMPLETED/ENDED COUNSELINGS				
1. COUNSELED WITHIN 30 DAYS				
2. COUNSELED WITHIN 31 TO 90 DAYS				
a. COUNSELED WITHIN WRITTEN EXTENSION PERIOD NO LONGER THAN 60 DAYS				
b. COUNSELED WITHIN 90 DAYS WHERE INDIVIDUAL PARTICIPATED IN ADR				
c. COUNSELED WITHIN 31-90 DAYS THAT WERE UNTIMELY				
3. COUNSELED BEYOND 90 DAYS				
4. COUNSELED DUE TO REMANDS				
ADR INTAKE OFFICER				
B. TOTAL COMPLETED/ENDED COUNSELINGS				
1. COUNSELED WITHIN 30 DAYS				
2. COUNSELED WITHIN 31 TO 90 DAYS				
a. COUNSELED WITHIN WRITTEN EXTENSION PERIOD NO LONGER THAN 60 DAYS				
b. COUNSELED WITHIN 90 DAYS WHERE INDIVIDUAL PARTICIPATED IN ADR				
c. COUNSELED WITHIN 31-90 DAYS THAT WERE UNTIMELY				
3. COUNSELED BEYOND 90 DAYS				
4. COUNSELED DUE TO REMANDS				
COMBINED TOTAL				
C. TOTAL COMPLETED/ENDED COUNSELINGS				
1. COUNSELED WITHIN 30 DAYS				
2. COUNSELED WITHIN 31 TO 90 DAYS				
a. COUNSELED WITHIN WRITTEN EXTENSION PERIOD NO LONGER THAN 60 DAYS				
b. COUNSELED WITHIN 90 DAYS WHERE INDIVIDUAL PARTICIPATED IN ADR				
c. COUNSELED WITHIN 31-90 DAYS THAT WERE UNTIMELY				
3. COUNSELED BEYOND 90 DAYS				
4. COUNSELED DUE TO REMANDS				
D. COUNSELING ACTIVITIES				
1. ON HAND AT THE BEGINNING OF THE REPORTING PERIOD				
2. INITIATED DURING THE REPORTING PERIOD				
3. COMPLETED/ENDED COUNSELINGS				
a. SETTLEMENTS (MONETARY AND NON-MONETARY)				
b. WITHDRAWALS/NO COMPLAINT FILED				
c. COUNSELINGS COMPLETED/ENDED IN REPORTING PERIOD THAT RESULTED IN COMPLAINT FILINGS IN REPORTING PERIOD				
d. DECISION TO FILE COMPLAINT PENDING AT THE END OF THE REPORTING PERIOD				
4. COUNSELINGS PENDING AT THE END OF THE REPORTING PERIOD				

E. NON-ADR SETTLEMENTS WITH MONETARY BENEFITS			
	COUNSELINGS	INDIVIDUALS	AMOUNT
TOTAL			\$
1. COMPENSATORY DAMAGES			\$
2. BACKPAY/FRONTPAY			\$
3. LUMP SUM PAYMENT			\$
4. ATTORNEY FEES AND COSTS			\$
5.			\$
6.			\$
7.			\$

F. NON-ADR SETTLEMENTS WITH NON-MONETARY BENEFITS			
	COUNSELINGS	INDIVIDUALS	
TOTAL			
1. HIRES			
a. RETROACTIVE			
b. NON-RETROACTIVE			
2. PROMOTIONS			
a. RETROACTIVE			
b. NON-RETROACTIVE			
3. EXPUNGEMENTS			
4. REASSIGNMENTS			
5. REMOVALS RESCINDED			
a. REINSTATEMENT			
b. VOLUNTARY RESIGNATION			
6. ACCOMMODATIONS			
7. TRAINING			
8. APOLOGY			
9. DISCIPLINARY ACTIONS			
a. RESCINDED			
b. MODIFIED			
10. PERFORMANCE EVALUATION MODIFIED			
11. LEAVE RESTORED			
12.			
13.			

G. ADR SETTLEMENTS WITH MONETARY BENEFITS			
	COUNSELINGS	INDIVIDUALS	AMOUNT
TOTAL			\$
1. COMPENSATORY DAMAGES			\$
2. BACKPAY/FRONTPAY			\$
3. LUMP SUM PAYMENT			\$
4. ATTORNEY FEES AND COSTS			\$
5.			\$
6.			\$
7.			\$

H. ADR SETTLEMENTS WITH NON-MONETARY BENEFITS			
	COUNSELINGS	INDIVIDUALS	
TOTAL			
1. HIRES			
a. RETROACTIVE			
b. NON-RETROACTIVE			
2. PROMOTIONS			
a. RETROACTIVE			
b. NON-RETROACTIVE			
3. EXPUNGEMENTS			
4. REASSIGNMENTS			
5. REMOVALS RESCINDED			
a. REINSTATEMENT			
b. VOLUNTARY RESIGNATION			
6. ACCOMMODATIONS			
7. TRAINING			
8. APOLOGY			
9. DISCIPLINARY ACTIONS			
a. RESCINDED			
b. MODIFIED			
10. PERFORMANCE EVALUATION MODIFIED			
11. LEAVE RESTORED			
12.			
13.			

I. NON-ADR SETTLEMENTS			
	COUNSELINGS	INDIVIDUALS	
TOTAL			

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: _____ **REPORTING PERIOD: FY** _____

PART II - FORMAL COMPLAINT ACTIVITIES

A. COMPLAINTS ON HAND AT THE BEGINNING OF THE REPORTING PERIOD

B. COMPLAINTS FILED

C. REMANDS (sum of lines C1+C2+C3)

C.1. REMANDS (NOT INCLUDED IN A OR B)

C.2. REMANDS (INCLUDED IN A OR B)

C.3. NUMBER OF ADDITIONAL REMANDS IN THIS REPORTING PERIOD THAT ARE NOT CAPTURED IN C.1 OR C.2 ABOVE

C.4. ADDITIONAL CLOSURES IN THIS REPORTING PERIOD NOT REFLECTED IN F OR H THAT RESULTED FROM REMANDS

D. TOTAL COMPLAINTS (sum of lines A+B+C1)

E. COMPLAINTS IN LINE D THAT WERE NOT CONSOLIDATED

F. COMPLAINTS IN LINE E CLOSED DURING REPORT PERIOD

G. COMPLAINTS IN LINE D THAT WERE CONSOLIDATED

H. COMPLAINTS IN LINE G CLOSED DURING REPORT PERIOD

I. COMPLAINTS ON HAND AT THE END OF THE REPORTING PERIOD (Line D - (F+H)) + [(C2 + C3) - C4]

J. INDIVIDUALS FILING COMPLAINTS

K. NUMBER OF JOINT PROCESSING UNITS FROM CONSOLIDATION OF COMPLAINTS

PART III - AGENCY RESOURCES, TRAINING, REPORTING LINE

A. AGENCY & CONTRACT RESOURCES

	AGENCY		CONTRACT	
	NUMBER	PERCENT	NUMBER	PERCENT
1. WORK FORCE				
a. TOTAL WORK FORCE				
b. PERMANENT EMPLOYEES				
2. COUNSELOR				
a. FULL-TIME				
b. PART-TIME				
c. COLLATERAL DUTY				
3. INVESTIGATOR				
a. FULL-TIME				
b. PART-TIME				
c. COLLATERAL DUTY				
4. COUNSELOR/INVESTIGATOR				
a. FULL-TIME				
b. PART-TIME				
c. COLLATERAL DUTY				

B. AGENCY & CONTRACT STAFF TRAINING

	COUNSELORS		INVESTIGATORS		COUNS/INVESTIG	
	AGENCY	CONTRACT	AGENCY	CONTRACT	AGENCY	CONTRACT
1. NEW STAFF - TOTAL						
a. STAFF RECEIVING REQUIRED 32 OR MORE HOURS						
b. STAFF RECEIVING 8 OR MORE HOURS, USUALLY GIVEN TO EXPERIENCED STAFF						
c. STAFF RECEIVING NO TRAINING AT ALL						
2. EXPERIENCED STAFF - TOTAL						
a. STAFF RECEIVING REQUIRED 8 OR MORE HOURS						
b. STAFF RECEIVING 32 OR MORE HOURS, GENERALLY GIVEN TO NEW STAFF						
c. STAFF RECEIVING NO TRAINING AT ALL						

C. REPORTING LINE

1 EEO DIRECTOR'S NAME: _____

1a. DOES THE EEO DIRECTOR REPORT TO THE AGENCY HEAD? YES NO

2. IF NO, WHO DOES THE EEO DIRECTOR REPORT TO?
PERSON: _____
TITLE: _____

3. WHO IS RESPONSIBLE FOR THE DAY-TO-DAY OPERATION OF THE EEO PROGRAM IN YOUR DEPARTMENT/AGENCY/ORGANIZATION?
PERSON: _____
TITLE: _____

4. WHO DOES THAT PERSON REPORT TO?
PERSON: _____
TITLE: _____

**ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS
(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)**

AGENCY OR DEPARTMENT:

REPORTING PERIOD: FY

PART IVA - BASES OF DISCRIMINATION IN FINDINGS AND ALLEGED IN SETTLEMENTS

FINDINGS/ALLEGATIONS IN:	BASES OF DISCRIMINATION IN FINDINGS AND ALLEGED BASES IN SETTLEMENTS																		
	RACE						COLOR	RELIGION	REPRISAL	SEX		NATIONAL ORIGIN		EQUAL PAY ACT		AGE	DISABILITY		GINA
	AMER. INDIAN/ ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN/ OTHER PACIFIC ISLANDER	BLACK/ AFRICAN AMERICAN	WHITE	TWO OR MORE RACES				MALE	FEMALE	HISPANIC/ LATINO	OTHER	MALE	FEMALE		MENTAL	PHYSICAL	
1. Counseling Settlement Allegations																			
1a. Number of Counselings Settled																			
1b. Number of Counselees Settled With																			
2. Complaint Settlement Allegations																			
2a. Number of Complaints Settled																			
2b. Number of Complainants Settled With																			
3. Final Agency Decision Findings																			
3a. Number FADs with Findings																			
3b. Number Complainants Issued FAD Findings																			
4. AJ Decision Findings																			
4a. Number AJ Decisions With Findings																			
5. Final Agency Order Findings																			
5a. Number of Final Orders With Findings																			
5b. # of Complainants issued FOs with Findings																			
TOTAL SETTLEMENT ALLEGATIONS																			
TOTAL FINAL ACTION FINDINGS																			

PART IVB - ISSUES OF DISCRIMINATION IN FINDINGS AND ALLEGED IN SETTLEMENTS

FINDINGS/ALLEGATIONS IN:	ISSUES OF DISCRIMINATION IN FINDINGS AND ALLEGED ISSUES IN SETTLEMENTS																										
	APPOINTMENT/ HIRE	ASSIGNMENT OF DUTIES	AWARDS	CONVERSION TO FULL TIME	DISCIPLINARY ACTION				DUTY HOURS	EVAL/ APPRAISAL	EXAM/ TEST	HARASSMENT		MEDICAL EXAM	PAY/ OVERTIME	PROMOTION/ NON- SELECTION	REASSIGNMENT		REASONABLE ACCOM	REIN- STATEMENT	RETIREMENT	TERMINATION	TERMS & CONDITIONS EMPLOYMENT	TIME AND ATTENDANCE	TRAINING	OTHER	
					DEMOTION	REPRIMAND	SUSPENSION	REMOVAL				NON-SEXUAL	SEXUAL				DENIED	DIRECTED									
1. Counseling Settlement Allegations																											
1a. Number of Counselings Settled																											
1b. Number of Counselees Settled With																											
2. Complaint Settlement Allegations																											
2a. Number of Complaints Settled																											
2b. Number of Complainants Settled With																											
3. Final Agency Decision Findings																											
3a. Number FADs with Findings																											
3b. Number Complainants Issued FAD Findings																											
4. AJ Decision Findings																											
4a. Number AJ Decisions With Findings																											
5. Final Agency Order Findings																											
5a. Number of Final Orders With Findings																											
5b. # of Complainants issued FOs with Findings																											
TOTAL SETTLEMENT ALLEGATIONS																											
TOTAL FINAL ACTION FINDINGS																											

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT:

REPORTING PERIOD: FY

PART V - SUMMARY OF CLOSURES BY STATUTE

A. STATUTE (IF A SINGLE COMPLAINT HAS MULTIPLE STATUTES RECORD EACH ON THE APPROPRIATE LINE.)

1. TITLE VII
2. AGE DISRIMINATION IN EMPLOYMENT ACT (ADEA)
3. REHABILITATION ACT
4. EQUAL PAY ACT (EPA)

B. TOTAL BY STATUTES

THIS NUMBER MAY BE LARGER THAN THE TOTAL NUMBER OF COMPLAINTS CLOSED.

(A1+A2+A3+A4)

PART VI - SUMMARY OF CLOSURES BY CATEGORY

	TOTAL NUMBER	TOTAL DAYS	AVERAGE DAYS
A. TOTAL NUMBER OF CLOSURES (1+2+3)			
1. WITHDRAWALS			
a. NON-ADR WITHDRAWALS			
b. ADR WITHDRAWALS			
2. SETTLEMENTS			
a. NON-ADR SETTLEMENTS			
b. ADR SETTLEMENTS			
3. FINAL AGENCY ACTIONS (B+C)			
B. FINAL AGENCY DECISIONS WITHOUT AN ADMINISTRATIVE JUDGE DECISION (1+2+3)			
1. FINDING DISCRIMINATION			
2. FINDING NO DISCRIMINATION			
3. DISMISSAL OF COMPLAINTS			
C. FINAL AGENCY ORDERS WITH AN ADMINISTRATIVE JUDGE (AJ) DECISION (1+2)			
1. AJ DECISION FULLY IMPLEMENTED (a+b+c)			
(a) FINDING DISCRIMINATION			
(b) FINDING NO DISCRIMINATION			
(c) DISMISSAL OF COMPLAINTS			
2. AJ DECISION NOT FULLY IMPLEMENTED (a+b+c)			
(a) FINDING DISCRIMINATION (i+ii+iii)			
i. AGENCY APPEALED FINDING BUT NOT REMEDY			
ii. AGENCY APPEALED REMEDY BUT NOT FINDING			
iii. AGENCY APPEALED BOTH FINDING AND REMEDY			
(b) FINDING NO DISCRIMINATION			
(c) DISMISSAL OF COMPLAINTS			

**ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY
 STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS
 (REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)**

AGENCY OR DEPARTMENT:

REPORTING PERIOD: FY

PART VI - SUMMARY OF CLOSURES BY CATEGORY (Continued)

	TOTAL NUMBER	TOTAL DAYS	AVERAGE DAYS
D. FINAL AGENCY MERIT DECISIONS (FAD) ISSUED (1+2+3+4)			
1. COMPLAINANT REQUESTED IMMEDIATE FAD (1a+1b)			
a. AGENCY ISSUED FAD WITHIN 60 DAYS OF RECEIPT OF FAD REQUEST			
b. AGENCY ISSUED FAD MORE THAN 60 DAYS BEYOND RECEIPT OF FAD REQUEST			
2. COMPLAINANT DID NOT ELECT HEARING OR FAD (2a+2b)			
a. AGENCY ISSUED FAD WITHIN 60 DAYS OF END OF 30-DAY ELECTION PERIOD			
b. AGENCY ISSUED FAD MORE THAN 60 DAYS BEYOND END OF 30-DAY ELECTION PERIOD			
3. HEARING REQUESTED; AJ RETURNED CASE TO AGENCY FOR FAD WITHOUT AJ DECISION (3a+3b)			
a. AGENCY ISSUED FAD WITHIN 60 DAYS OF RECEIPT OF AJ RETURNED CASE FOR FAD ISSUANCE			
b. AGENCY ISSUED FAD MORE THAN 60 DAYS AFTER RECEIPT OF AJ RETURNED CASE FOR FAD ISSUANCE			
4. FINAL AGENCY DECISION ISSUED ON A MIXED CASE (4a+4b)			
a. AGENCY ISSUED FAD WITHIN 45 DAYS AFTER INVESTIGATION			
b. AGENCY ISSUED FAD MORE THAN 45 DAYS AFTER INVESTIGATION			

PART VII - SUMMARY OF FORMAL COMPLAINTS CLOSED BY TYPES OF BENEFITS

	NUMBER	AMOUNT
A. TOTAL COMPLAINTS CLOSED WITH BENEFITS		
B. CLOSURES WITH MONETARY BENEFITS TO COMPLAINANT		\$
1. BACK PAY/FRONT PAY		\$
2. LUMP SUM PAYMENT		\$
3. COMPENSATORY DAMAGES		\$
4. ATTORNEY FEES AND COSTS		\$
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E. CLOSURES WITH NON-MONETARY BENEFITS		
F. TYPES OF BENEFITS	NUMBER OF CLOSURES WITH MONETARY BENEFITS	NUMBER OF CLOSURES WITH NONMONETARY BENEFITS
1. HIRES		
a. RETROACTIVE		
b. NON-RETROACTIVE		
2. PROMOTIONS		
a. RETROACTIVE		
b. NON-RETROACTIVE		
3. EXPUNGEMENTS		
4. REASSIGNMENTS		
5. REMOVALS RESCINDED		
a. REINSTATEMENT		
b. VOLUNTARY RESIGNATION		
6. ACCOMMODATIONS		
7. TRAINING		
8. APOLOGY		
9. DISCIPLINARY ACTIONS		
a. RESCINDED		
b. MODIFIED		
10. PERFORMANCE EVALUATION MODIFIED		
11. LEAVE RESTORED		
12.		
13.		
14.		

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT:

REPORTING PERIOD: FY

PART VIII - SUMMARY OF PENDING COMPLAINTS BY CATEGORY

A. TOTAL COMPLAINTS PENDING (SAME AS PART II Line I) (1+2+3+4)	NUMBER PENDING	NUMBER OF DAYS	AVERAGE DAYS	NUMBER OF DAYS PENDING FOR OLDEST CASE
1. COMPLAINTS PENDING WRITTEN NOTIFICATION (Acknowledgement Letter)				
2. COMPLAINTS PENDING IN INVESTIGATION				
3. COMPLAINTS PENDING IN HEARINGS				
4. COMPLAINTS PENDING A FINAL AGENCY ACTION				

PART IX - SUMMARY OF INVESTIGATIONS COMPLETED

	TOTAL	TOTAL DAYS	AVERAGE DAYS
A. INVESTIGATIONS COMPLETED DURING REPORTING PERIOD (1+3)			
1. INVESTIGATIONS COMPLETED BY AGENCY PERSONNEL (a+b+c)			
a. INVESTIGATIONS COMPLETED IN 180 DAYS OR LESS			
b. INVESTIGATIONS COMPLETED IN 181 - 360 DAYS			
1. TIMELY COMPLETED INVESTIGATIONS			
2. UNTIMELY COMPLETED INVESTIGATIONS			
c. INVESTIGATIONS COMPLETED IN 361 OR MORE DAYS			
2. AGENCY INVESTIGATION COSTS	\$		\$
3. INVESTIGATIONS COMPLETED BY CONTRACTORS (a+b+c)			
a. INVESTIGATIONS COMPLETED IN 180 DAYS OR LESS			
b. INVESTIGATIONS COMPLETED IN 181 - 360 DAYS			
1. TIMELY COMPLETED INVESTIGATIONS			
2. UNTIMELY COMPLETED INVESTIGATIONS			
c. INVESTIGATIONS COMPLETED IN 361 OR MORE DAYS			
4. CONTRACTOR INVESTIGATION COSTS	\$		\$

**ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS**

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT:

REPORTING PERIOD: FY

PART X - SUMMARY OF ADR PROGRAM ACTIVITIES

INFORMAL PHASE (PRE-COMPLAINT)

A. INTENTIONALLY LEFT BLANK				
B. ADR ACTIONS IN COMPLETED/ENDED COUNSELINGS				
	COUNSELINGS	INDIVIDUALS		
1. ADR OFFERED BY AGENCY				
2. REJECTED BY COUNSELEE				
3. INTENTIONALLY LEFT BLANK				
4. TOTAL ACCEPTED INTO ADR PROGRAM				
C. ADR RESOURCES USED IN COMPLETED/ENDED COUNSELINGS (TOTALS)				
1. INHOUSE				
2. ANOTHER FEDERAL AGENCY				
3. PRIVATE ORGANIZATIONS, (e.g., CONTRACTORS, BAR ASSOCIATIONS, INDIVIDUAL VOLUNTEERS OR COLLEGE/UNIVERSITY PERSONNEL)				
4. MULTIPLE RESOURCES USED (Please specify in a comment box)				
5. FEDERAL EXECUTIVE BOARD				
6.				
7.				
	COUNSELINGS	INDIVIDUALS	DAYS	AVERAGE DAYS
D. ADR TECHNIQUES USED IN COMPLETED/ENDED COUNSELINGS (TOTALS)				
1. MEDIATION				
2. SETTLEMENT CONFERENCES				
3. EARLY NEUTRAL EVALUATIONS				
4. FACTFINDING				
5. FACILITATION				
6. OMBUDSMAN				
7. PEER REVIEW				
8. MULTIPLE TECHNIQUES USED (Please specify in a comment box)				
9.				
10.				
11.				
E. STATUS OF ADR CASES IN COMPLETED/ENDED COUNSELINGS				
	COUNSELINGS	INDIVIDUALS	DAYS	AVERAGE DAYS
1. TOTAL CLOSED				
a. SETTLEMENTS WITH BENEFITS (Monetary and Non-monetary)				
b. NO FORMAL COMPLAINT FILED				
c. COMPLAINT FILED				
i. NO RESOLUTION				
ii. NO ADR ATTEMPT (aka Part X.E.1.d)				
e. DECISION TO FILE COMPLAINT PENDING AT THE END OF THE REPORTING PERIOD				
2. INTENTIONALLY LEFT BLANK				

**ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS**

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT:

REPORTING PERIOD: FY

PART XI - SUMMARY OF ADR PROGRAM ACTIVITIES

FORMAL PHASE

A. INTENTIONALLY LEFT BLANK				
B. ADR ACTIONS IN COMPLAINT CLOSURES				
	COMPLAINTS	COMPLAINANTS		
1. ADR OFFERED BY AGENCY				
2. REJECTED BY COMPLAINANT				
3. INTENTIONALLY LEFT BLANK				
4. TOTAL ACCEPTED INTO ADR PROGRAM				
C. ADR RESOURCES USED IN COMPLAINT CLOSURES (TOTALS)				
1. INHOUSE				
2. ANOTHER FEDERAL AGENCY				
3. PRIVATE ORGANIZATIONS, (e.g., CONTRACTORS, BAR ASSOCIATIONS, INDIVIDUAL VOLUNTEERS OR COLLEGE/UNIVERSITY PERSONNEL)				
4. MULTIPLE RESOURCES USED (Please specify in a comment box)				
5. FEDERAL EXECUTIVE BOARD				
6.				
7.				
	COMPLAINTS	COMPLAINANTS	DAYS	AVERAGE DAYS
D. ADR TECHNIQUES USED IN COMPLAINT CLOSURES (TOTALS)				
1. MEDIATION				
2. SETTLEMENT CONFERENCES				
3. EARLY NEUTRAL EVALUATIONS				
4. FACTFINDING				
5. FACILITATION				
6. OMBUDSMAN				
7. MINI-TRIALS				
8. PEER REVIEW				
9. MULTIPLE TECHNIQUES USED (Please specify in a comment box)				
10.				
11.				
12.				
E. STATUS OF CASES IN COMPLAINT CLOSURES				
1. TOTAL CLOSED				
a. SETTLEMENTS WITH BENEFITS (Monetary and Non-monetary)				
b. WITHDRAWAL FROM EEO PROCESS				
c. NO RESOLUTION				
d. NO ADR ATTEMPT				
2. INTENTIONALLY LEFT BLANK				
F. BENEFITS RECEIVED				
	COMPLAINTS	COMPLAINANTS		AMOUNT
1. MONETARY (INSERT TOTALS)				\$
a. COMPENSATORY DAMAGES				\$
b. BACKPAY/FRONTPAY				\$
c. LUMP SUM				\$
d. ATTORNEY FEES AND COSTS				\$
e.				\$
f.				\$
g.				\$
2. NON-MONETARY (INSERT TOTALS)				
a. HIRES				
i. RETROACTIVE				
ii. NON-RETROACTIVE				
b. PROMOTIONS				
i. RETROACTIVE				
ii. NON-RETROACTIVE				
c. EXPUNGEMENTS				
d. REASSIGNMENTS				
e. REMOVALS RESCINDED				
i. REINSTATEMENT				
ii. VOLUNTARY RESIGNATION				
f. ACCOMMODATIONS				
g. TRAINING				
h. APOLOGY				
i. DISCIPLINARY ACTIONS				
i. RESCINDED				
ii. MODIFIED				
j. PERFORMANCE EVALUATION MODIFIED				
k. LEAVE RESTORED				
l.				
m.				

