

## **EEOC Form 462 Basics: Preparing for the Report**

**July 29, 2009 (8:30-10:00 a.m.)**

**EEOC EXCEL**

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- A. Overview of Presentation

- Presentation and Training Materials

- Methodology

- B. Regulatory Framework

- EEOC Regulation 29 C.F.R. Part 1614.602 requires **all** federal agencies and departments covered by 29 C.F.R. Part 1614.103b to prepare and submit discrimination complaint data as the Commission prescribes.

- This is the EEOC's Form 462 Annual Federal Equal Employment Opportunity Statistical Report which is the vehicle to report on agency's EEO complaint processing program and is a part of the larger MD-715 Report.



- **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.

- **D. Data Not Collected in 462 Report**

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



- E. Roles and Responsibilities

- EEOC

- Validates new agency users
    - Interfaces with web server manager
    - Manages users' access to website
    - Responds to questions (email: [Form462.Form462@EEOC.gov](mailto:Form462.Form462@EEOC.gov))
    - Solves agency administrator issues
    - Grants extensions and overrides
    - Reviews and provides feedback on agency reports
    - Issues agency PINs to EEO Directors



- E. Roles and Responsibilities (con't)

- **Agency Administrator**

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



- E. Roles and Responsibilities (con't)

- **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



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

- Review FY09 Instruction Manual.
- Check complaints data to determine complaint(s) that are pending acknowledgment, investigation, hearing, and FAD the longest. If possible, try to complete those cases in the remainder of FY09.
- Review feedback emails from EEOC and your agency regarding your previous EEOC Form 462 reports to ensure that similar problems are not replicated in the FY 09 data.



## ■ F. Suggested Action Items (cont'd)

- Create / Generate a Form 462 and use the Edit Checklist in Appendix G of 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.
- Review No FEAR Act data and utilize crosswalk to 462 if necessary. (Use No FEAR Act handout)



## ■ 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.
  - 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.



## ■ 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 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. Review monetary and non-monetary benefits. If necessary, pull copies of Final Actions and Settlements. This also applies to Informal Settlements.



## ■ G. Prepare a Timeline for Submission

- Review FY 09 Instruction Manual and prepare your questions for EEOC in September. Manual available by mid August 2009.
- Any agency 462 training should be accomplished by mid September.
- EEOC Form 462 Web Site will be operational on **September 15, 2009** for registrations and data entry can begin Oct 1, 2009.
- Reports must be complete and certified to EEOC by Nov 2, 2009.

- 
- What does Reports must be complete by 10/31 mean?
    - After all data is entered run the Auto edit check from the 462 tab
    - After any errors are corrected click the Request a Review/PIN link from the agency/admin tab
    - Make edits based on feedback email received after EEOC reviews
    - Re-click the Request a Review/PIN link
    - 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 11/02/09 for the agency's report to be considered timely, unless an extension was requested and approved.

## EEOC FORM 462 FY 2009

[Home](#)

[Home](#)

### Account Login

User ID:

Password:

[→ sign-in](#)

[→ register](#)



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

[FY 2009 Instruction  
Manual](#)

[FY 2009 Evaluation  
Questionnaire](#)

**Notice: Agency must certify by PIN all data as accurate in the Form 462 report on or before Monday, November 2, 2009. Those reports will then be electronically added to EEOC's FY 2009 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 2009 MD-715 file for the subcomponent.**

# EEOC FORM 462 FY 2008

[Home](#)

## User Account

* First name:	<input type="text"/>
* Last name:	<input type="text"/>
M.I.:	<input type="text"/>
* Title:	<input type="text"/>
* Address1:	<input type="text"/>
Address2:	<input type="text"/>
Address3:	<input type="text"/>
* City:	<input type="text"/>
State:	--SELECT-- <input type="button" value="v"/>
* Zip:	<input type="text"/>
* Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/>
Ext:	<input type="text"/>
* Email:	<input type="text"/>
Country:	UNITED STATES OF AMERICA <input type="button" value="v"/>
* Agency	Department of Agriculture (USDA) <input type="button" value="v"/>
Subelement	--HEADQUARTERS-- <input type="button" value="v"/>
Geoloc:	<input type="text"/>
* User ID:	<input type="text"/>

**\* Agency** Department of Agriculture (USDA)

**Subelement** --HEADQUARTERS--

**Geoloc:**

**\* User ID:**

**Password must be at least 4 characters, no more than 8 characters, and must include at least one upper case letter, one lower case letter, and one numeric digit.**

**\* Password**

**\* Confirm Password**

**\* EEO Director First name:**

**\* EEO Director Last name:**

**EEO Director M.I.:**

**\* EEO Director Title:**

**\* EEO Director Email:**

**EEO Director Phone:**  -  -

[Register](#) [Cancel](#)

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## EEOC FORM 462 FY 2009

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### Quick Launch

- [FY 2009 What's New](#)
- [FY 2009 Instruction Manual](#)
- [FY 2009 FAQs on Website Usage](#)
- [FY 2009 FAQs on Data Requirements](#)
- [FY 2009 Edit Check List By Parts](#)
- [FY 2009 Form 462 Evaluation Questionnaire](#)

Welcome to the EEOC Form 462 Web Site



## 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 2, 2009. Those reports will then be electronically added to EEOC's FY 2008 MD-715 file for the agency. This year subcomponents' reports will be electronically stamped with the agency's PIN and will be electronically added to EEOC's FY 2009 MD-715 file for the subcomponent.**

## EEOC Form 462 Table Of Contents

From 10/1/2008 To 9/30/2009

### Menu

### Form 462

FY2009 report  
FY2008 report  
FY2007 report  
FY2006 report  
FY2005 report  
FY2009 Aggregate report  
FY2008 Aggregate report  
FY2007 Aggregate report  
FY2006 Aggregate report  
FY2005 Aggregate report

Automated Edit Check  
Trend Analysis  
Aggregate Trend Analysis

[Click here to certify that the form is complete](#)

### % Complete Section Reports section

- I Pre-Complaint Counseling
- II Formal Complaint Activities
- III Agency Resources, Training, Reporting Line
- IV Bases And Issues Alleged In Complaints Filed
- V Summary Of Closures By Statute
- VI Summary Of Closures By Category
- VII Summary Of Complaints Closed With Benefits During Formal Complaint Stage
- VIII Summary Of Pending Complaints By Category
- IX Summary Of Investigations Completed
- X Summary Of ADR Program Activities Informal Phase (Pre-Complaint)
- XI Summary Of ADR Program Activities Formal Phase
- XII Summary Of ADR Program Activities Training & Resources

**NOTE:** 100% completion does not mean you are finished. After 100% completion of all parts, execute the Automated Edit Check to enable system review of data.



## ■ 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.

https://apps.eeoc.gov/form462prod8/Modules/Part01C.aspx?AgencyId=377&PeriodId=8 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address https://apps.eeoc.gov/form462prod8/Modules/Part01C.aspx?AgencyId=377&PeriodId=8

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	6	4 *
1. Counseled within 30 days	1	0
2. Counseled within 31 to 90 days	3	0
a. Counseled within written extension period no longer than 60 days	1	0
b. Counseled within 90 days where individual participated in ADR	1	6
c. Counseled done within 31-90 days that were UNTIMELY	1	2
3. Counseled beyond 90 days	1	1
4. Counseled due to remands	0	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 \(stay on this part\)](#)      [Save with errors \(stay on this part\)](#)  
[Save \(go to next part\)](#)      [Save with errors \(go to next part\)](#)  
[Save \(go to table of contents\)](#)      [Save with errors \(go to table of contents\)](#)  
[Cancel](#)

Comments Add new comment

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ZZSite Administration  
From 10/1/2007 To 9/30/2008  
Part IV - Bases and Issues Alleged In Complaints Filed

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	

Fill with zeros

Bases Of Alleged Discrimination

Issues of alleged discrimination	Race						Color
	American Indian / Alaska Native	Asian	Native Hawaiian / Other Pacific Islander	Black / African American	White	Two Or More Races	
A. Appointment/Hire	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
B. Assignment of duties	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
C. Awards	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
D. Conversion to full time	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
E. Disciplinary action							
1. Demotion	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2. Reprimand	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
3. Suspension	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4. Removal	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
5. ██████████	████████	████████	████████	████████	████████	████████	████████
6. ██████████	████████	████████	████████	████████	████████	████████	████████
7. ██████████	████████	████████	████████	████████	████████	████████	████████

NOTE: Click on Agency Admin to define Other



## ■ 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 Managers
- Mixed Cases
- Class Action Cases

## Part II - Formal Complaint Activities

Fill with zeros

- |    |   |                                |
|----|---|--------------------------------|
| A. | Complaints on hand at the beginning of the reporting period | <input type="text" value="0"/> |
| B. | Complaints filed  | <input type="text" value="0"/> |
| C. | Remands (sum of lines C1+C2+C3)                             | <input type="text" value="0"/> |

**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 Parts 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 so EEOC knows it is 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.3 so EEOC knows it is a case that has more than one remand in the same period.

- |      |   |                                |
|------|---|--------------------------------|
| C.1. | Remands (not included in A or B)  | <input type="text" value="0"/> |
| C.2. | Remands (included in A or B)  | <input type="text" value="0"/> |
| C.3. | Number of additional remands in this reporting period that are not captured in C.1. or C.2. above | <input type="text" value="0"/> |
| C.4. | Additional closures in this reporting period not reflected in F. or H. that resulted from remands | <input type="text" value="0"/> |
| D.   | Total Complaints (sum of lines A+B+C1)  | <input type="text" value="0"/> |

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

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

Fill with zeros

Agency & Contract Staff Training	Counselors		Investigators		Couns/ 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.

## Part VI - Summary Of Closures By Category

Fill with zeros

	Total Number	Total Days	Average Days
D. Final Agency Merit Decisions (FAD) Issued (1+2+3+4)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
1. Complainant Requested Immediate FAD (1a + 1b)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
a. Agency Issued FAD Within 60 Days of Receipt of FAD	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. Agency Issued FAD More Than 60 Days Beyond Receipt of FAD Request	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2. Complainant Did Not Elect Hearing or FAD (2a + 2b)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
a. Agency Issued FAD Within 60 Days Of End Of 30-Day Election Period	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. Agency Issued FAD More Than 60 Days Beyond End of 30-Day Election Period	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
3. Hearing Requested; AJ Returned Case To Agency For FAD Without AJ Decision (3a + 3b)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
a. Agency Issued FAD Within 60 Days Of Receipt Of AJ Remand For FAD Issuance	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. Agency Issued FAD More Than 60 Days After Receipt Of AJ Remand For FAD Issuance	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4. Final Agency Decision Issued on a Mixed Case (4a + 4b)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
a. Agency Issued FAD Within 45 Days After Investigation	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. Agency Issued FAD More Than 45 Days After Investigation	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Save (stay on this part)

Save (go to next part)

Save (go to table of contents)

Cancel

**Comments**

Add new comment

## Part VII - Summary Of Complaints Closed With Benefits During Formal Complaint Stage

Fill with zeros

F. Types of Benefits	Number of Closures With Monetary Benefits	Number of Closures With Non-Monetary Benefits
1. Hires	0	0
a. Retroactive	0	0
b. Non-Retroactive	0	0
2. Promotions	0	0
a. Retroactive	0	0
b. Non-Retroactive	0	0
3. Expungements	0	0
4. Reassignment	0	0
5. Removals Rescinded	0	0
a. Reinstatement	0	0
b. Voluntary Resignation	0	0
6. Accommodations	0	0
7. Training	0	0
8. Apology	0	0
9. Disciplinary actions	0	0
a. Rescinded	0	0
b. Modified	0	0

## Part IX - Summary Of Investigations Completed

Fill with zeros

	Total	Total Days	Average
A. Investigations completed during reporting period (1+3)	0	0	
1. Investigations completed by <b>agency personnel</b> (a+b+c)	0	0	0
a. Investigations completed in 180 days or less	0	0	0
b. Investigations completed in 181-360 days	0	0	0
1. Timely Completed Investigations	0	0	0
2. Untimely Completed Investigations	0	0	0
c. Investigations completed in 361 or more days	0	0	0
2. Agency Investigation Costs	\$ 0.00		0
3. Investigations completed by <b>contractors</b> (a+b+c)	0	0	0
a. Investigations completed in 180 days or less	0	0	0
b. Investigations completed in 181-360 days or less	0	0	0
1. Timely Completed Investigations	0	0	0
2. Untimely Completed Investigations	0	0	0
c. Investigations completed in 361 or more days	0	0	0
4. Contractor Investigation Costs	\$ 0.00		0

Cost of Investigations Worksheet

Cost of Investigations Worksheet	
Item	Cost
<b>Salary Costs</b>	
Total Agency Staff Salary Cost <small>Sum of (each staff hourly rate) * (hours worked)</small>	\$
Contractor Salary Cost <small>(investigation salary costs reflected in contract)</small>	\$
EEO Director Salary Cost <small>(Hourly Rate * Hours Worked)</small>	\$
Contract Monitor Salary Cost <small>(Hourly Rate * Hours Worked)</small>	\$
Support Staff <small>Sum of (each staff hourly rate) * (hours worked)</small>	\$
<b>TOTAL Salary Costs</b>	\$
<b>Miscellaneous Costs</b>	
Photocopying	\$
Supplies	\$
Mailing	\$
Travel	\$
Court Reporting	\$
Witness Fees	\$
Training <small>(pertaining to conducting investigations)</small>	\$
Other Miscellaneous Costs	
<b>TOTAL Miscellaneous Costs</b>	\$
Any Other Costs not shown above	\$
<b>Total Investigation Costs</b>	\$



## Cost of Agency Investigations

- Part IX Line A.2 “Cost of Agency Investigations” - include both salaries and miscellaneous costs for completed investigations.
- Part IX Line A.4 “Cost of Contract Investigations” - include the amount of the contract and the salary and miscellaneous costs of awarding and administering the contracts for completed investigations.

## Cost of Agency Investigations Con't

- **Salary costs.** For agency investigations, determine the salary cost based on the number and grade-level of agency employees (EEO Investigator, EEO Director, support staff, etc.) involved in the completed investigations and the percentage of work time they expended in conducting the investigations, preparing and reviewing investigative reports for completeness, etc., and performing related administrative support tasks. For contract investigations, determine the agency salary cost expended on awarding and administering the completed investigation contracts.
- **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.

## Part XII - Summary Of ADR Program Activities EEO ADR Training And Resources

Fill with zeros

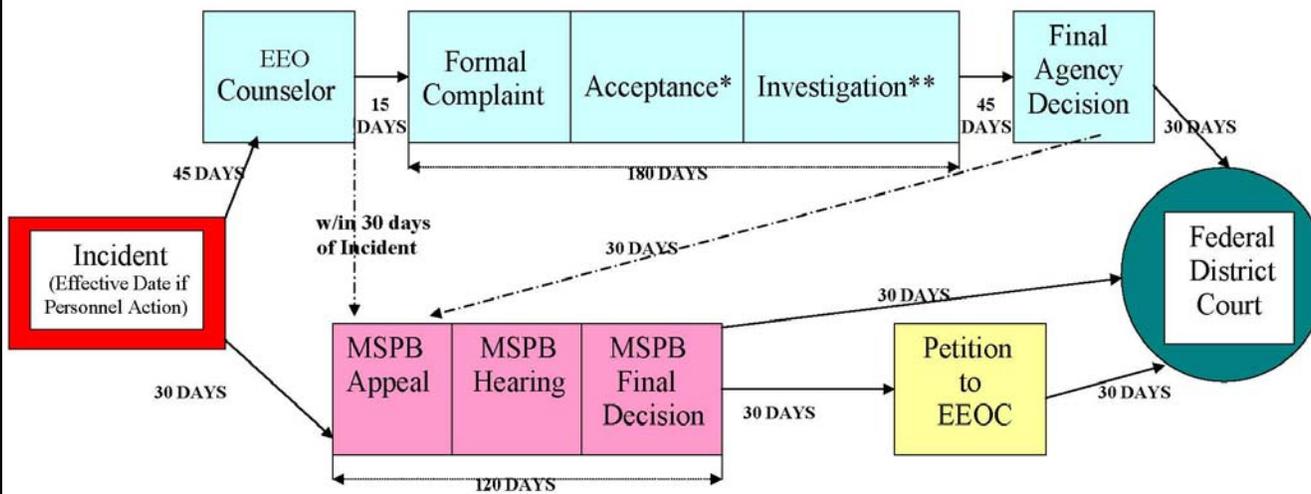
	Number In Total Workforce	Cumulative Total Workforce Trained
A. Basic ADR orientation training		
1. Managers	<input type="text" value="0"/>	<input type="text" value="0"/>
2. Employees	<input type="text" value="0"/>	<input type="text" value="0"/>
B. Employees that can participate in ADR	<input type="text" value="0"/>	
C. Resources that manage ADR program (Does not include neutrals as reported in Parts X. & XI.)	<input type="text" value="0"/>	
1. In-House Full time (40 hours EEO ADR only)	<input type="text" value="0"/>	
2. In House Part time (32 hours EEO ADR only)	<input type="text" value="0"/>	
3. In House Collateral duty (Others/Non-contract)	<input type="text" value="0"/>	
4. Contract (Another Federal agency/Private organizations)	<input type="text" value="0"/>	
	<b>Amount</b>	
D. ADR Funding Spent	\$ <input type="text" value="0.00"/>	

[Save \(stay on this part\)](#)

[Save \(go to next part\)](#)

# FEDERAL SECTOR MIXED CASE PROCESS

## Mixed Case Complaints



## Mixed Case Appeals

\* Complainant must be provided a notice that if a final decision is not issued within 120 days of filing a formal mixed case complaint, the complainant may appeal to the MSPB or may file a civil action in a Federal district court.

\*\* Complainant must be advised, following completion of the investigation, that a final decision will be issued within 45 days without a hearing.



## ■ 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.



FY 2009 Annual Federal EEO  
Statistical Report of Discrimination  
Complaints (Form 462)



## Questions/Contact Information

*Jamie Price, Senior Attorney Advisor  
Acting Director, Evaluations & Reports  
Division  
Office of Federal Operations  
Federal Sector Programs  
Equal Employment Opportunity Commission  
(202) 663-4484  
[Jamie.Price@eeoc.gov](mailto:Jamie.Price@eeoc.gov)*

*Junish A. Arora, J.D.  
Senior EEO Diversity Manager  
Office for Civil Rights & Civil Liberties  
Department of Homeland Security  
(202) 254-8206  
(202) 360-3295  
[junish.arora@dhs.gov](mailto:junish.arora@dhs.gov)*

AGENCY OR DEPARTMENT:

REPORTING PERIOD: FY

**PART I - PRE-COMPLAINT COUNSELING**

EEO COUNSELOR	COUNSELINGS		INDIVIDUALS	
	COUNSELINGS	INDIVIDUALS	COUNSELINGS	INDIVIDUALS
<b>A. TOTAL COMPLETED/ENDED COUNSELINGS</b>				
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				
<b>ADR INTAKE OFFICER</b>				
<b>B. TOTAL COMPLETED/ENDED COUNSELINGS</b>				
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				
<b>COMBINED TOTAL</b>				
<b>C. TOTAL COMPLETED/ENDED COUNSELINGS</b>				
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				
<b>D. COUNSELING ACTIVITIES</b>				
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
<b>TOTAL</b>			\$
1. COMPENSATORY DAMAGES			\$
2. BACKPAY/FROTPAY			\$
3. LUMP SUM PAYMENT			\$
4. ATTORNEY FEES AND COSTS			\$
5.			\$
6.			\$
7.			\$

F. NON-ADR SETTLEMENTS WITH NON-MONETARY BENEFITS			
	COUNSELINGS	INDIVIDUALS	
<b>TOTAL</b>			
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
<b>TOTAL</b>			\$
1. COMPENSATORY DAMAGES			\$
2. BACKPAY/FROTPAY			\$
3. LUMP SUM PAYMENT			\$
4. ATTORNEY FEES AND COSTS			\$
5.			\$
6.			\$
7.			\$

H. ADR SETTLEMENTS WITH NON-MONETARY BENEFITS			
	COUNSELINGS	INDIVIDUALS	
<b>TOTAL</b>			
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	
<b>TOTAL</b>			

# ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

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

<b>AGENCY OR DEPARTMENT:</b>	<b>REPORTING PERIOD: FY</b>																																																																																																																																																												
<b>PART II - FORMAL COMPLAINT ACTIVITIES</b>	<b>PART III - AGENCY RESOURCES, TRAINING, REPORTING LINE</b>																																																																																																																																																												
<p>A. COMPLAINTS ON HAND AT THE BEGINNING OF THE REPORTING PERIOD</p> <p>B. COMPLAINTS FILED</p> <p>C. REMANDS (sum of lines C1+C2+C3)</p> <p>C.1. REMANDS (NOT INCLUDED IN A OR B)</p> <p>C.2. REMANDS (INCLUDED IN A OR B)</p> <p>C.3. NUMBER OF ADDITIONAL REMANDS IN THIS REPORTING PERIOD THAT ARE NOT CAPTURED IN C.1 OR C.2 ABOVE</p> <p>C.4. ADDITIONAL CLOSURES IN THIS REPORTING PERIOD NOT REFLECTED IN F. OR H. THAT RESULTED FROM REMANDS</p> <p>D. TOTAL COMPLAINTS (sum of lines A+B+C1)</p> <p>E. COMPLAINTS IN LINE D THAT WERE NOT CONSOLIDATED</p> <p>F. COMPLAINTS IN LINE E CLOSED DURING REPORT PERIOD</p> <p>G. COMPLAINTS IN LINE D THAT WERE CONSOLIDATED</p> <p>H. COMPLAINTS IN LINE G CLOSED DURING REPORT PERIOD</p> <p>I. COMPLAINTS ON HAND AT THE END OF THE REPORTING PERIOD (Line D - (F+H)) + [(C2 + C3) - C4]</p> <p>J. INDIVIDUALS FILING COMPLAINTS</p> <p>K. NUMBER OF JOINT PROCESSING UNITS FROM CONSOLIDATION OF COMPLAINTS</p>	<p><b>A. AGENCY &amp; CONTRACT RESOURCES</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th colspan="2">AGENCY</th> <th colspan="2">CONTRACT</th> </tr> <tr> <th>NUMBER</th> <th>PERCENT</th> <th>NUMBER</th> <th>PERCENT</th> </tr> </thead> <tbody> <tr> <td><b>1. WORK FORCE</b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>    a. TOTAL WORK FORCE</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>    b. PERMANENT EMPLOYEES</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>2. COUNSELOR</b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>    a. FULL-TIME</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>    b. PART-TIME</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>    c. COLLATERAL DUTY</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>3. INVESTIGATOR</b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>    a. 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STAFF RECEIVING NO TRAINING AT ALL</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>C. REPORTING LINE</b></p> <p>1. EEO DIRECTOR'S NAME:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1a. DOES THE EEO DIRECTOR REPORT TO THE AGENCY HEAD?</td> <td style="width: 10%;">YES</td> <td style="width: 10%;">NO</td> </tr> </table> <p>2. IF NO, WHO DOES THE EEO DIRECTOR REPORT TO? PERSON: TITLE:</p> <p>3. WHO IS RESPONSIBLE FOR THE DAY-TO-DAY OPERATION OF THE EEO PROGRAM IN YOUR DEPARTMENT/AGENCY/ORGANIZATION? PERSON: TITLE:</p> <p>4. WHO DOES THAT PERSON REPORT TO? PERSON: TITLE:</p>		AGENCY		CONTRACT		NUMBER	PERCENT	NUMBER	PERCENT	<b>1. WORK FORCE</b>					a. TOTAL WORK FORCE					b. PERMANENT EMPLOYEES					<b>2. COUNSELOR</b>					a. FULL-TIME					b. PART-TIME					c. COLLATERAL DUTY					<b>3. INVESTIGATOR</b>					a. FULL-TIME					b. PART-TIME					c. COLLATERAL DUTY					<b>4. COUNSELOR/INVESTIGATOR</b>					a. FULL-TIME					b. PART-TIME					c. COLLATERAL DUTY						COUNSELORS		INVESTIGATORS		COUNS/INVESTIG		AGENCY	CONTRACT	AGENCY	CONTRACT	AGENCY	CONTRACT	<b>1. NEW STAFF - TOTAL</b>							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							<b>2. EXPERIENCED STAFF - TOTAL</b>							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							1a. DOES THE EEO DIRECTOR REPORT TO THE AGENCY HEAD?	YES	NO
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# 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		\$
C. CLOSURES WITH ATTORNEY FEES AND COSTS		\$
D. SUBTOTAL OF ALL MONETARY BENEFITS (B+C)		\$
E. CLOSURES WITH NON-MONETARY BENEFITS		
F. TYPES OF BENEFITS	NUMBER OF CLOSURES	NUMBER OF CLOSURES WITH
	WITH MONETARY BENEFITS	NON-MONETARY 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

	NUMBER PENDING	NUMBER OF DAYS	AVERAGE DAYS	NUMBER OF DAYS PENDING FOR OLDEST CASE
A. TOTAL COMPLAINTS PENDING (SAME AS PART II Line I) (1+2+3+4)				
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
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)				
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.	REJECTED BY AGENCY (INCLUDES MANAGEMENT OFFICIALS)				
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					
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.					

**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 XII - SUMMARY OF EEO ADR PROGRAM ACTIVITIES**

**EEO ADR TRAINING AND RESOURCES**

A. BASIC EEO ADR ORIENTATION TRAINING	NUMBER IN TOTAL WORKFORCE	CUMULATIVE TOTAL WORKFORCE TRAINED
1. MANAGERS		
2. EMPLOYEES		
B. EMPLOYEES THAT CAN PARTICIPATE IN EEO ADR		
C. RESOURCES THAT MANAGE ADR PROGRAM (DOES NOT		
INCLUDE NEUTRALS AS REPORTED IN PARTS X. & XI.)		
1. IN-HOUSE FULL TIME (40 HOURS EEO ADR ONLY)		
2. IN-HOUSE PART TIME (32 HOURS EEO ADR ONLY)		
3. IN-HOUSE COLLATERAL DUTY (OTHERS/NON-CONTRACT)		
4. CONTRACT (ANOTHER FEDERAL AGENCY/PRIVATE ORGANIZATIONS)		
D. ADR FUNDING SPENT	AMOUNT	
	\$	

**E. ADR CONTACT INFORMATION**

1. NAME OF ADR PROGRAM DIRECTOR / MANAGER \_\_\_\_\_
2. TITLE \_\_\_\_\_
3. TELEPHONE NUMBER \_\_\_\_\_ 4. EMAIL \_\_\_\_\_

**F. ADR PROGRAM INFORMATION**

	YES	NO
1. Does the agency require the alleged responsible management official to participate in ADR?		
1a. If yes, is there a written policy requiring the participation?		
2. Does the alleged responsible management official have a role in deciding if the case is appropriate for ADR?		

**CERTIFICATION AND CONTACT INFORMATION**

I certify that the EEO complaint data contained in this report, EEOC Form 462, Annual Federal Equal Employment Opportunity Statistical Report of Discrimination Complaints, for the reporting period October 1, through September 30, 2009 are accurate and complete.

NAME AND TITLE OF CERTIFYING OFFICIAL: \_\_\_\_\_

SIGNATURE OF CERTIFYING OFFICIAL: (Enter PIN here to serve as your electronic signature)

DATE: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

NAME AND TITLE OF PREPARER: \_\_\_\_\_

DATE: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**This report (with the PIN entered) is due on or before October 31st.**