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 I - PRE-COMPLAINT ACTIVITIES

EEO COUNSELOR

	COUNSELINGS	INDIVIDUALS
A. INTENTIONALLY LEFT BLANK		

ADR INTAKE OFFICER

	COUNSELINGS	INDIVIDUALS
B. INTENTIONALLY LEFT BLANK		

TOTAL COMPLETED/ENDED COUNSELINGS

	COUNSELINGS	INDIVIDUALS
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		

	COUNSELINGS	INDIVIDUALS
D. PRE-COMPLAINT 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 REMOVALS RESCINDED		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a. RESCINDED		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 REMOVALS RESCINDED		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		

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ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

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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 (Complainants)

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:

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

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:

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PART IV - BASES AND ISSUES ALLEGED IN COMPLAINTS FILED (Part 1)

ISSUES OF ALLEGED DISCRIMINATION	BASES OF ALLEGED DISCRIMINATION											
	RACE						COLOR	RELIGION	REPRISAL	TOTAL ALL BASES BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE	TOTAL ALL COMPLAINANTS BY ISSUE
	AMER. INDIAN/ ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN /OTHER PACIFIC ISLANDER	BLACK/ AFRICAN AMERICAN	WHITE	TWO OR MORE RACES						
A. APPOINTMENT/HIRE												
B. ASSIGNMENT OF DUTIES												
C. AWARDS												
D. CONVERSION TO FULL TIME												
E. DISCIPLINARY ACTION												
1. DEMOTION												
2. REPRIMAND												
3. SUSPENSION												
4. REMOVAL												
5.												
6.												
7.												
F. DUTY HOURS												
G. EVALUATION/APPRAISAL												
H. EXAMINATION/TEST												
I. HARASSMENT												
1. NON-SEXUAL												
2. SEXUAL												
J. MEDICAL EXAMINATION												
K. PAY INCLUDING OVERTIME												
L. PROMOTION/NON-SELECTION												
M. REASSIGNMENT												
1. DENIED												
2. DIRECTED												
TOTAL ALL ISSUES BY BASES												
TOTAL ALL COMPLAINTS FILED BY BASES												
TOTAL ALL COMPLAINANTS BY BASES												

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STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

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

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

PART IV - BASES AND ISSUES ALLEGED IN COMPLAINTS FILED (Part 1)

ISSUES OF ALLEGED DISCRIMINATION	BASES OF ALLEGED DISCRIMINATION											
	RACE						COLOR	RELIGION	REPRISAL	TOTAL ALL BASES BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE	TOTAL ALL COMPLAINANTS BY ISSUE
	AMER. INDIAN/ ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN /OTHER PACIFIC ISLANDER	BLACK/ AFRICAN AMERICAN	WHITE	TWO OR MORE RACES						
N. REASONABLE ACCOMMODATION												
O. REINSTATEMENT												
P. RETIREMENT												
Q. TERMINATION												
R. TERMS/CONDITIONS OF EMPLOYMENT												
S. TIME AND ATTENDANCE												
T. TRAINING												
U. OTHER (Please specify below)												
1.												
2.												
3.												
4.												
5.												
TOTAL ALL ISSUES BY BASES												
TOTAL ALL COMPLAINTS FILED BY BASES												
TOTAL ALL COMPLAINANTS BY BASES												

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PART IV - BASES AND ISSUES ALLEGED IN COMPLAINTS FILED (Part 2)

ISSUES OF ALLEGED DISCRIMINATION	BASES OF ALLEGED DISCRIMINATION													
	SEX		PREGNANCY DISCRIMINATION ACT	NATIONAL ORIGIN		EQUAL PAY ACT		AGE	DISABILITY		GINA	TOTAL ALL BASES BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE	TOTAL ALL COMPLAINANTS BY ISSUE
	MALE	FEMALE		HISPANIC/ LATINO	OTHER	MALE	FEMALE		MENTAL	PHYSICAL				
A. APPOINTMENT/HIRE														
B. ASSIGNMENT OF DUTIES														
C. AWARDS														
D. CONVERSION TO FULL TIME														
E. DISCIPLINARY ACTION														
1. DEMOTION														
2. REPRIMAND														
3. SUSPENSION														
4. REMOVAL														
5.														
6.														
7.														
F. DUTY HOURS														
G. EVALUATION/APPRAISAL														
H. EXAMINATION/TEST														
I. HARASSMENT														
1. NON-SEXUAL														
2. SEXUAL														
J. MEDICAL EXAMINATION														
K. PAY INCLUDING OVERTIME														
L. PROMOTION/NON-SELECTION														
M. REASSIGNMENT														
1. DENIED														
2. DIRECTED														
TOTAL ALL ISSUES BY BASES														
TOTAL ALL COMPLAINTS FILED BY BASES														
TOTAL ALL COMPLAINANTS BY BASES														

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PART IV - BASES AND ISSUES ALLEGED IN COMPLAINTS FILED (Part 2)

ISSUES OF ALLEGED DISCRIMINATION	BASES OF ALLEGED DISCRIMINATION													
	SEX		PREGNANCY DISCRIMINATION ACT	NATIONAL ORIGIN		EQUAL PAY ACT		AGE	DISABILITY		GINA	TOTAL ALL BASES BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE	TOTAL ALL COMPLAINANTS BY ISSUE
	MALE	FEMALE		HISPANIC/ LATINO	OTHER	MALE	FEMALE		MENTAL	PHYSICAL				
N. REASONABLE ACCOMMODATION														
O. REINSTATEMENT														
P. RETIREMENT														
Q. TERMINATION														
R. TERMS/CONDITIONS OF EMPLOYMENT														
S. TIME AND ATTENDANCE														
T. TRAINING														
U. OTHER (Please specify below)														
1.														
2.														
3.														
4.														
5.														
TOTAL ALL ISSUES BY BASES														
TOTAL ALL COMPLAINTS FILED BY BASES														
TOTAL ALL COMPLAINANTS BY BASES														

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

	BASES OF DISCRIMINATION IN FINDINGS AND ALLEGED BASES IN SETTLEMENTS																			
	RACE						COLOR	RELIGION	REPRISAL	SEX		PDA	NATIONAL ORIGIN		EQUAL PAY ACT		AGE	DISABILITY		GINA
FINDINGS/ALLEGATIONS IN:	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 Implemented																				
5a. Number of Final Orders With Findings Implemented																				
5b. # of Complainants issued FOs with Findings Implemented																				
TOTAL SETTLEMENT ALLEGATIONS																				
TOTAL FINAL ACTION FINDINGS																				

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

	ISSUES OF DISCRIMINATION IN FINDINGS AND ALLEGED ISSUES IN SETTLEMENTS																									
				CONVERSION TO FULL TIME	DISCIPLINARY ACTION							HARASSMENT				PROMOTION/ NON-SELECTION	REASSIGNMENT									
FINDINGS/ALLEGATIONS IN:	APPOINTMENT/ HIRE	ASSIGNMENT OF DUTIES	AWARDS		DEMOTION	REPRIMAND	SUSPENSION	REMOVAL	DUTY HOURS	EVAL/ APPRAISAL	EXAM/ TEST	NON-SEXUAL	SEXUAL	MEDICAL EXAM	PAY/ OVERTIME		DENIED	DIRECTED	REASONABLE ACCOMM	REIN-STATEMENT	RETIREMENT	TERMINATION	TERMS & CONDITIONS EMPLOYMENT	TIME AND ATTENDANCE	TRAINING	OTHER
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 Implemented																										
5a. Number of Final Orders With Findings Implemented																										
5b. # of Complainants issued FOs with Findings Implemented																										
TOTAL SETTLEMENT ALLEGATIONS																										
TOTAL FINAL ACTION FINDINGS																										

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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

_____ 1a. PREGNANCY DISCRIMINATION ACT (PDA)

_____ 2. AGE DISRIMINATION IN EMPLOYMENT ACT (ADEA)

_____ 3. REHABILITATION ACT

_____ 4. EQUAL PAY ACT (EPA)

_____ 5. GENETIC INFORMATION NONDISCRIMINATION ACT (GINA)

B. TOTAL BY STATUTES

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

(A1+A1a+A2+A3+A4+A5)

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				

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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. TOTAL CLOSURES WITH MONETARY BENEFITS TO COMPLAINANT		$
1. BACK PAY/FRONT PAY		$
2. LUMP SUM PAYMENT		$
3. COMPENSATORY DAMAGES		$
4. ATTORNEY FEES AND COSTS		$
D. INTENTIONALLY LEFT BLANK		
E. TOTAL CLOSURES WITH NON-MONETARY BENEFITS TO COMPLAINANT		
F. TYPES OF BENEFITS IN NON-MONETARY CLOSURES	NUMBER OF CLOSURES THAT RECEIVED MONETARY BENEFITS AS WELL	NUMBER OF CLOSURES THAT RECEIVED ONLY 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		

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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+1a+2+3+4)				
1. COMPLAINTS PENDING WRITTEN NOTIFICATION (Acknowledgement Letter)				
1a. COMPLAINTS PENDING DECISION TO ACCEPT/DISMISS				
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		$		$

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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 INDIVIDUAL (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 (COMPLAINT FILED)

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	COMPLAINTS	COMPLAINANTS	DAYS	AVERAGE DAYS
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.			

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 RESOURCES

A. NO LONGER COLLECTED	
B. EMPLOYEES THAT CAN PARTICIPATE IN EEO ADR	
C. RESOURCES THAT MANAGE EEO 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)	
	AMOUNT
D. EEO ADR FUNDING SPENT	$

E. EEO ADR CONTACT INFORMATION

1. NAME OF EEO ADR PROGRAM DIRECTOR / MANAGER _____

2. TITLE _____

3. TELEPHONE NUMBER _____ 4. EMAIL _____

F. EEO ADR PROGRAM INFORMATION

	YES	NO
1. Does the agency require the alleged responsible management official to participate in EEO 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 EEO 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, 2010 through September 30, 2011, is 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:

The FY 2011 report (with the PIN entered) is due on or before October 31, 2011.

Appendix A - Comments