

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 COUNSELING

| EEO COUNSELOR | | |
|---|-------------|-------------|
| | 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 | | |
| | COUNSELINGS | INDIVIDUALS |
| 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 | | |
| | 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 | | |
| D. COUNSELING ACTIVITIES | | |
| | COUNSELINGS | INDIVIDUALS |
| 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: _____

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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 DECISIONS (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) | | | |
| (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 COMPLAINTS CLOSED BY TYPES OF BENEFITS

| DURING FORMAL COMPLAINT STAGE | | | 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. LUMP SUM PAYMENT | | | |
| 13. | | | |
| 14. | | | |

**ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY
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(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 (Acknowledgment) | | | | |
| 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
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AGENCY OR DEPARTMENT:

REPORTING PERIOD: FY

PART X - SUMMARY OF ADR PROGRAM ACTIVITIES

INFORMAL PHASE (PRE-COMPLAINT)

| | COUNSELINGS | INDIVIDUALS | DAYS | AVERAGE DAYS |
|--|--------------------|--------------------|-------------|---------------------|
| A. ADR PENDING FROM PREVIOUS REPORTING PERIOD | | | | |
| B. ADR ACTIONS IN COMPLETED/ENDED COUNSELINGS | | | | |
| 1. ADR OFFERED BY AGENCY | | | | |
| 2. REJECTED BY COUNSELEE | | | | |
| 3. REJECTED BY AGENCY (INCLUDES MANAGEMENT OFFICIALS) | | | | |
| 4. TOTAL ACCEPTED INTO ADR PROGRAM | | | | |
| C. ADR RESOURCES USED IN COMPLETED/ENDED COUNSELINGS | | | | |
| 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. | | | | |
| D. ADR TECHNIQUES USED IN COMPLETED/ENDED COUNSELINGS | | | | |
| 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. NO RESOLUTION (COMPLAINT FILED) | | | | |
| d. NO ADR ATTEMPT (COMPLAINT FILED) | | | | |
| e. DECISION TO FILE COMPLAINT PENDING AT THE END OF THE REPORTING PERIOD | | | | |
| 2. OPEN INVENTORY - ADR PENDING | | | | |

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AGENCY OR DEPARTMENT:

REPORTING PERIOD: FY

PART XI - SUMMARY OF ADR PROGRAM ACTIVITIES

FORMAL PHASE

| | | COMPLAINTS | COMPLAINANTS | DAYS | AVERAGE DAYS |
|--|---|------------|--------------|--------|--------------|
| A. ADR PENDING FROM PREVIOUS REPORTING PERIOD | | | | | |
| B. ADR ACTIONS IN COMPLAINT CLOSURES | | | | | |
| 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 | | | | | |
| 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. | | | | | |
| D. ADR TECHNIQUES USED IN COMPLAINT CLOSURES | | | | | |
| 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. | OPEN INVENTORY - ADR PENDING | | | | |
| F. BENEFITS RECEIVED | | COMPLAINTS | COMPLAINANTS | AMOUNT | |
| 1. | MONETARY (INSERT TOTAL) | | | \$ | |
| a. | COMPENSATORY DAMAGES | | | \$ | |
| b. | BACKPAY/FRONTPAY | | | \$ | |
| c. | LUMP SUM | | | \$ | |
| d. | ATTORNEY FEES AND COSTS | | | \$ | |
| e. | | | | \$ | |
| f. | | | | \$ | |
| g. | | | | \$ | |
| 2. | NON-MONETARY (INSERT TOTAL) | | | | |
| 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. | | | | | |

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(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

| | NUMBER IN TOTAL WORKFORCE | CUMULATIVE TOTAL WORKFORCE TRAINED |
|---|---------------------------|------------------------------------|
| A. BASIC EEO ADR ORIENTATION TRAINING | | |
| 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 | |
| | \$ | |

CERTIFICATION AND CONTACT INFORMATION

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

TYPED NAME AND TITLE OF CERTIFYING OFFICIAL:

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

TYPED NAME AND TITLE OF PREPARER:

SIGNATURE OF PREPARER:

DATE: TELEPHONE NUMBER: E-MAIL: FAX:

This report is due to the following address on or before October 31st.

Appendix A - Comments

Appendix A – Comments (continued)