



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

December 4, 2000

Mr. Ronald Ballard
Office of Federal Operations
Federal Sector Programs
Equal Employment Opportunity Commission
1801 L Street, NW
Washington, DC 20507

Dear Mr. Ballard:

Enclosed is the U. S. Nuclear Regulatory Commission's FY 2000 Annual Federal Equal Employment Opportunity Statistical Report of Discrimination Complaints (Form 462). An electronic copy of this report was sent to you on November 29, 2000. Based on your conversation with Sheila M. Young, Civil Rights Specialist of my staff, the software for the report printed incorrect data. Those corrections have been made on the report. If you have questions regarding the report, please contact Ms. Young at (301) 415-7385 or e-mail address: smy@nrc.gov.

Sincerely,



Irene P. Little

Director, Office of Small Business and Civil Rights

Enclosure:
As stated

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

PART I. PRE-COMPLAINT ALTERNATIVE DISPUTE
RESOLUTION (ADR) AND COUNSELING

ADR

- 1 1. TOTAL NUMBER OF INDIVIDUALS
SELECTING ADR
0 a. NUMBER OF INDIVIDUALS
DIRECTLY SELECTING ADR
1 b. NUMBER OF INDIVIDUALS
SELECTING ADR DURING COUNSELING

COUNSELING

- 26 2. TOTAL NUMBER OF INDIVIDUALS COUNSELED
4 a. NUMBER OF INDIVIDUALS
COUNSELED WITHIN 30 DAYS
14 b. NUMBER OF INDIVIDUALS
COUNSELED WITHIN 90 DAYS
8 c. NUMBER OF INDIVIDUALS
COUNSELED BEYOND 90 DAYS
0 d. NUMBER OF INDIVIDUALS COUNSELED
BECAUSE OF REMAND

3. SETTLEMENTS WITH BENEFITS

NUMBER	AMOUNT
0	0.00
0	0.00 COMPENSATORY DAMAGES
0	0.00 BACKPAY/FRONTPAY
0	0.00 LUMP SUM
0	0.00 ATTORNEY'S FEES
0	0.00 OTHER (Please specify below)

- 1 4. SETTLEMENTS WITH NO BENEFITS

Corrections per our discussion on 11/29/00 are
made in Red. (Part IV.(c) and PART VIII. RESOURCES)

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

PART II. FORMAL COMPLAINT ACTIVITIES

TOTAL
NUMBER

13	1.	COMPLAINTS ON HAND AT THE BEGINNING OF THE REPORTING PERIOD. (This number should be the same as complaints on hand at the end of previous reporting period).
16	2.	COMPLAINTS FILED
0	3.	REMANDS
10	4.	COMPLAINTS CLOSED
19	5.	COMPLAINTS ON HAND AT THE END OF THE REPORTING PERIOD.
2828	6.	INDIVIDUALS FILING COMPLAINTS

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

PART III. AGENCY RESOURCES (WORKFORCE/EEO PROGRAM)

	NUMBER	PERCENT (%)
1. TOTAL AGENCY WORKFORCE	2828	
a. CAREER EMPLOYEES	2688	95.05
2. COUNSELORS	26	
a. FULL-TIME	0	0.00
b. PART-TIME	0	0.00
c. COLLATERAL DUTY	26	100.00
d. NUMBER OF NEWLY HIRED COUNSELORS WHO RECEIVED 32 HOURS OR MORE TRAINING	2	7.69
e. NUMBER OF EXPERIENCED COUNSELORS WHO RECEIVED 8 HOURS OR MORE TRAINING	24	92.31
3. INVESTIGATORS	0	
a. FULL-TIME	0	0.00
b. PART-TIME	0	0.00
c. COLLATERAL DUTY	0	0.00
d. NUMBER OF NEWLY HIRED INVESTIGATORS WHO RECEIVED 32 HOURS OR MORE TRAINING	0	0.00
e. NUMBER OF EXPERIENCED INVESTIGATORS WHO RECEIVED 8 HOURS OR MORE TRAINING	0	0.00
4. COUNSELORS/INVESTIGATORS	0	
a. FULL-TIME	0	0.00
b. PART-TIME	0	0.00
c. COLLATERAL DUTY	0	0.00
d. NUMBER OF NEWLY HIRED COUNSELORS/INVESTIGATORS WHO RECEIVED 32 HOURS OR MORE TRAINING	0	0.00
e. NUMBER OF EXPERIENCED COUNSELORS/INVESTIGATORS WHO RECEIVED 8 HOURS OR MORE TRAINING	0	0.00
5. DOES THE EEO DIRECTOR REPORT TO THE AGENCY HEAD?		N
IF NO, WHO DOES THE EEO DIRECTOR REPORT TO		
PERSON: PATRICIA G. NORRY		
TITLE: DEPUTY EXECUTIVE DIR. FOR MGMT SERVICES		

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

PART IV. (A) BASES AND ISSUES ALLEGED IN COMPLAINTS FILED IN FY 2000
BASES OF ALLEGED DISCRIMINATION

ISSUES IN DISCRIMINATION ALLEGATIONS	RACE AND COLOR					RELIGION	REPRISAL
	NATIVE	ASIAN	BLACK	WHITE			
APPOINTMENT/HIRE	0	0	0	0	0	0	0
ASSIGNMENT OF DUTIES	0	0	1	2	0	5	
AWARDS	0	1	0	0	0	1	
CONVERSION TO FULL-TIME	0	0	0	0	0	0	
DISCIPLINARY ACTION							
a. DEMOTION	0	0	0	0	0	0	
b. REPRIMAND	0	0	0	0	0	0	
c. SUSPENSION	0	0	0	0	0	0	
d. REMOVAL	0	0	0	0	0	0	
e. OTHER	0	0	0	0	0	0	
DUTY HOURS	0	0	0	0	0	0	
EVALUATION/APPRaisal	0	0	1	3	1	6	
EXAMINATION/TEST	0	0	0	0	0	0	
HARRASSMENT							
a. NON-SEXUAL	0	0	0	1	1	2	
b. SEXUAL						0	
MEDICAL EXAMINATION	0	0	0	0	0	0	
PAY INCLUDING OVERTIME	0	0	0	0	0	0	
PROMOTION/NON-SELECTION	0	1	2	0	1	3	
REASSIGNMENT							
a. DENIED	0	0	0	0	1	0	
b. DIRECTED	0	0	0	0	0	0	
REASONABLE ACCOMODATION					1	4	
REINSTATEMENT	0	0	0	0	0	0	
RETIREMENT	0	0	0	0	0	0	
TERMINATION	0	0	1	0	0	0	
TERMS/CONDITIONS OF EMPLOYMENT	0	0	0	1	0	1	
TIME AND ATTENDANCE	0	0	2	0	0	2	
TRAINING	0	0	0	1	0	1	
OTHER (Please specify below)							
a.	0	0	0	0	0	0	
b.	0	0	0	0	0	0	
c.	0	0	0	0	0	0	
d.	0	0	0	0	0	0	
TOTAL ISSUES BY BASES	0	2	7	8	5	25	
TOTAL COMPLAINTS FILED BY BASES	0	1	4	3	3	6	
TOTAL COMPLAINANTS BY BASES	0	1	4	3	3	6	

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

PART IV. (B) BASES AND ISSUES ALLEGED IN COMPLAINTS FILED IN FY 2000
BASES OF ALLEGED DISCRIMINATION

ISSUES IN DISCRIMINATION ALLEGATIONS	SEX		NATIONAL ORIGIN		EQUAL PAY ACT	
	MALE	FEMALE	HISPANIC	OTHER	MALE	FEMALE
APPOINTMENT/HIRE	0	0	0	0		
ASSIGNMENT OF DUTIES	2	3	0	2		
AWARDS	1	0	0	1		
CONVERSION TO FULL-TIME	0	0	0	0		
DISCIPLINARY ACTION						
a. DEMOTION	0	0	0	0		
b. REPRIMAND	0	0	0	0		
c. SUSPENSION	0	0	0	0		
d. REMOVAL	0	0	0	0		
e. OTHER	0	0	0	0		
DUTY HOURS	0	0	0	0		
EVALUATION/APPRaisal	3	2	0	2		
EXAMINATION/TEST	0	0	0	0		
HARRASSMENT						
a. NON-SEXUAL	1	2	0	1		
b. SEXUAL	0	2				
MEDICAL EXAMINATION	0	0	0	0		
PAY INCLUDING OVERTIME	0	0	0	0	0	1
PROMOTION/NON-SELECTION	2	0	0	3		
REASSIGNMENT						
a. DENIED	1	0	0	0		
b. DIRECTED	0	0	0	0		
REASONABLE ACCOMODATION						
REINSTATEMENT	0	0	0	0		
RETIREMENT	0	0	0	0		
TERMINATION	0	1	0	0		
TERMS/CONDITIONS OF EMPLOYMENT	1	0	0	0		
TIME AND ATTENDANCE	1	1	0	1		
TRAINING	0	1	0	0		
OTHER (Please specify below)						
a.	0	0	0	0		
b.	0	0	0	0		
c.	0	0	0	0		
d.	0	0	0	0		
TOTAL ISSUES BY BASES	12	12	0	10	0	1
TOTAL COMPLAINTS FILED BY BASES	4	6	0	3	0	1
TOTAL COMPLAINANTS BY BASES	4	6	0	3	0	1

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY
 STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS
 (REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)
 PART IV.(C) BASES AND ISSUES ALLEGED IN COMPLAINTS FILED IN FY 2000
 BASES OF ALLEGED DISCRIMINATION

ISSUES IN DISCRIMINATION ALLEGATIONS	AGE	DISABILITY		TOTAL BASES BY ISS	TOTAL COMPL- AINTS BY ISS	TOTAL COMPL- AINANTS BY ISS
		MENTAL	PHYSICAL			
APPOINTMENT/HIRE	0	1	1	2	1	1
ASSIGNMENT OF DUTIES	3	0	5	25	11	11
AWARDS	1	0	1	6	4	4
CONVERSION TO FULL-TIME	0	0	0	0	0	0
DISCIPLINARY ACTION						
a. DEMOTION	0	0	0	0	0	0
b. REPRIMAND	0	0	0	0	0	0
c. SUSPENSION	0	0	0	0	0	0
d. REMOVAL	0	0	0	0	0	0
e. OTHER	0	0	0	0	0	0
DUTY HOURS	0	0	0	0	0	0
EVALUATION/APPRaisal	2	0	6	20	12	12
EXAMINATION/TEST	0	0	0	0	0	0
HARRASSMENT						
a. NON-SEXUAL	2	0	4	14	9	9
b. SEXUAL				2	2	2
MEDICAL EXAMINATION	0	0	0	0	0	0
PAY INCLUDING OVERTIME	0	0	0	1	1	1
PROMOTION/NON-SELECTION	4	0	3	19	10	10
REASSIGNMENT						
a. DENIED	0	0	1	3	2	2
b. DIRECTED	0	0	0	0	0	0
REASONABLE ACCOMODATION		0	5	10	5	5
REINSTATEMENT	0	0	0	0	0	0
RETIREMENT	0	0	0	0	0	0
TERMINATION	1	0	0	3	1	1
TERMS/CONDITIONS OF EMPLOYMENT	0	0	2	5	2	2
TIME AND ATTENDANCE	2	0	1	10	5	5
TRAINING	0	0	3	6	4	4
OTHER (Please specify below)						
a.	0	0	0	0	0	0
b.	0	0	0	0	0	0
c.	0	0	0	0	0	0
d.	0	0	0	0	0	0
TOTAL ISSUES BY BASES	15	6 1	32			
TOTAL COMPLAINTS FILED BY BASES	7	1	10			
TOTAL COMPLAINANTS BY BASES	7	1	10			

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

PART V. SUMMARY OF BASES FOR CLOSURES BY STATUTE

A. STATUTE

(IF A SINGLE COMPLAINT IS BASED ON MULTIPLE
STATUTES RECORD EACH ON THE APPROPRIATE LINE.)

7 1. TITLE VII

3 2. AGE DISCRIMINATION IN EMPLOYMENT
ACT (ADEA)

3 3. REHABILITATION ACT

0 4. EQUAL PAY ACT (EPA)

B. TOTAL BY STATUTES

13 THIS NUMBER WILL BE LARGER THAN THE TOTAL
NUMBER OF COMPLAINTS CLOSED

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

PART VI. SUMMARY OF CLOSURES BY AGENCY
(OCTOBER 1 - NOVEMBER 8, 1999)

	TOTAL NUMBER OF CLOSURES	TOTAL NUMBER OF DAYS	AVG NUMBER OF DAYS
A. TOTAL NUMBER OF CLOSURES	0	0	0.00
B. NUMBER OF CLOSURES BY CATEGORY			
1. DISMISSALS	0	0	0.00
2. WITHDRAWALS	0	0	0.00
3. SETTLEMENTS	0	0	0.00
4. FINAL AGENCY DECISIONS	0	0	0.00
(WITH AND WITHOUT HEARING)			
(a) FINDING DISCRIMINATION	0	0	0.00
(b) FINDING NO DISCRIMINATION	0	0	0.00
C. TYPES OF FINAL AGENCY DECISIONS	0	0	0.00
1. FINAL AGENCY DECISION	0	0	0.00
WITHOUT HEARING			
(a) FINDING DISCRIMINATION	0	0	0.00
(b) FINDING NO DISCRIMINATION	0	0	0.00
2. FINAL AGENCY DECISION WITH HEARING	0	0	0.00
(AJ'S FINDINGS AND CONCLUSIONS)			
(a) AGENCY ACTION ON FINDINGS	0	0	0.00
AND CONCLUSIONS FINDING			
DISCRIMINATION			
1. ACCEPTED BY AGENCY DECISION	0	0	0.00
2. MODIFIED BY AGENCY	0	0	0.00
3. REJECTED BY AGENCY	0	0	0.00
(b) AGENCY ACTION ON RECOMMENDED	0	0	0.00
DECISIONS FINDING NO			
DISCRIMINATION			
1. ACCEPTED AS AGENCY DECISION	0	0	0.00
2. MODIFIED BY AGENCY	0	0	0.00
3. REJECTED BY AGENCY	0	0	0.00

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

PART VI-SUPP. SUMMARY OF CLOSURES BY AGENCY
(Report Data for November 9, 1999 Through September 30, 2000)

	TOTAL NUMBER	TOTAL DAYS	AVERAGE DAYS
A. NUMBER OF CLOSURES BY CATEGORY	10	3791	379.10
1. WITHDRAWALS	0	0	0.00
2. SETTLEMENTS	7	2663	380.43
3. FINAL AGENCY DECISIONS	3	1128	376.00
B. FINAL AGENCY DECISIONS WITHOUT AN ADMINISTRATIVE JUDGE DECISION	3	1128	376.00
1. FINDING DISCRIMINATION	0	0	0.00
2. FINDING NO DISCRIMINATION	2	918	459.00
3. DISMISSAL OF COMPLAINTS	1	210	210.00
C. FINAL AGENCY DECISION WITH AN ADMINISTRATIVE JUDGE DECISION	0	0	0.00
1. AJ DECISION FULLY IMPLEMENTED	0	0	0.00
(A) FINDING DISCRIMINATION	0	0	0.00
(B) FINDING NO DISCRIMINATION	0	0	0.00
2. AJ DECISION NOT FULLY IMPLEMENTED	0	0	0.00
(A) FINDING DISCRIMINATION	0	0	0.00
1. AGENCY DISAGREED WITH FINDING BUT AGREED WITH REMEDY	0	0	0.00
2. AGENCY AGREED WITH FINDING BUT DISAGREED WITH REMEDY	0	0	0.00
3. AGENCY DISAGREED WITH BOTH FINDING AND REMEDY	0	0	0.00
(B) FINDING NO DISCRIMINATION	0	0	0.00
3. DISMISSAL OF COMPLAINTS	0	0	0.00

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

PART VII. SUMMARY OF COMPLAINTS CLOSED WITH CORRECTIVE ACTION
DURING FORMAL COMPLAINT STAGE

A. TOTAL NUMBER OF COMPLAINTS CLOSED WITH CORRECTIVE ACTION 6

B. AMOUNT OF MONETARY BENEFITS AWARDED 43150.00
 1. BACK PAY/FRONT PAY 0.00
 2. LUMP SUM PAYMENT 43150.00

C. COMPENSATORY DAMAGES 12500.00

D. ATTORNEY'S FEES AND COSTS AWARDED 27500.00

E. TYPES OF CORRECTIVE ACTIONS	NUMBER WITH MONETARY AWARDS	NUMBER WITHOUT MONETARY AWARDS
1. HIRE	0	0
a. RETROACTIVE	0	0
b. NON-RETROACTIVE	0	0
2. PROMOTION	0	0
a. RETROACTIVE	0	0
b. NON-RETROACTIVE	0	0
3. DISCIPLINARY ACTION	0	1
a. RESCINDED	0	1
b. MODIFIED	0	0
4. REINSTATEMENT	0	0
5. REASSIGNMENT	0	0
6. PERFORMANCE EVALUATION MODIFIED	0	2
7. PERSONNEL FILE PURGED OF ADVERSE MATERIAL	0	0
8. OTHER (SPECIFY BELOW)	2	2
REAS ACCOM/TRNG/RESTORATION LEAVE		

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

PART VIII. SUMMARY OF OPEN INVENTORY PENDING END OF
 REPORTING PERIOD

	TOTAL NUMBER PENDING	TOTAL NUMBER OF DAYS	AVERAGE OF DAYS	PENDING 1-180 DAYS	PENDING 181-270 DAYS	PENDING OVER 270 DAYS
1. TOTAL NUMBER OF OPEN COMPLAINTS PENDING IN INVENTORY AT THE END OF REPORTING PERIOD	19	5528	290.9	8	3	8
BY CATEGORY						
a. WRITTEN ACKNOWLEDGEMENT OF RECEIPT (NOTIFICATION OF ACCEPTANCE OR DISMISSAL)	11	2704	245.8	5	1	5
b. INVESTIGATION	7	2430	347.1	3	2	2
c. HEARINGS	0	0	0.0	0	0	0
d. FINAL DECISION BY THE AGENCY	1	394	394.0	0	0	1

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

PART VIII - SUPP - STATUS OF OPEN INVENTORY
(Including Information on Consolidation of Cases)

	NUMBER
1. Pending inventory as of October 1, 1999	13
2. Complaints filed in FY 2000	16
3. Add line 1 and line 2	29
4. Total complaints in line 3 that were NOT consolidated	27
5. Total complaints from line 4 that were closed this reporting period	10
6. Total complaints in line 3 that WERE consolidated	2
7. Total complaints from line 6 that were closed this reporting period	0
8. Number of joint processing units* from consolidation of complaints	0
9. Pending inventory as of September 30, 2000	0

*Joint processing units are the resulting number of 'units' of multiple complaints from line 6 that will be processed together, in accordance with 29 CFR 1614 regulations

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

PART IX. SUMMARY OF ACTIVITY FOR COMPLETED INVESTIGATIONS

	TOTAL NUMBER	TOTAL NUMBER OF DAYS	AVERAGE NUMBER OF DAYS
1. NUMBER OF INVESTIGATIONS COMPLETED THIS REPORTING PERIOD	3	988	329.3
a. NUMBER COMPLETED BY AGENCY PERSONNEL	0	0	0.0
b. NUMBER OF INVESTIGATIONS CONTRACTED OUT	3	988	329.3
2. NUMBER OF INVESTIGATIONS COMPLETED AND NOTICE ISSUED WITHIN 180 DAYS	0	0	0.0
3. NUMBER OF INVESTIGATIONS COMPLETED AND NOTICE ISSUED AFTER ADDITIONAL EXTENSION OF UP TO 90 DAYS USED	0	0	0.0
4. NUMBER OF INVESTIGATIONS COMPLETED AND NOTICE ISSUED IN EXCESS OF 270 DAYS	3	988	329.3
5. TOTAL DOLLAR AMOUNT SPENT FOR ALL INVESTIGATIONS			12793.36
A. AMOUNT SPENT ON INVESTIGATIONS COMPLETED BY AGENCY PERSONNEL			0.00
B. AMOUNT SPENT ON CONTRACTED INVESTIGATIONS			12793.36

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY
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COMMENTS

NOTICES WERE NOT ISSUED WITHIN THE REQUIRED TIME FRAME DUE TO COLLATERAL DUTY COUNSELORS' WORKLOAD.

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 of October 1, 1999 through September 30, 2000 is accurate and complete.

Shene Little
TYPED NAME AND TITLE OF CERTIFYING OFFICIAL

Director, Office of Small Business and Civil Rights

Sheila M. Young
TYPED NAME AND TITLE OF PREPARER

SHEILA M. YOUNG, CIVIL RIGHTS SPECIALIST

DATE *December 4, 2000* TELEPHONE NUMBER 301-415-7385

EMAIL ADDRESS SMY@NRC.GOV

This Report is due on or before the 31st October to:

Equal Employment Opportunity Commission
Office of Federal Operations
Federal Sector Programs
1801 L Street, N.W.
Washington, D.C. 20507

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

ADR ACTIVITIES
PART I. INFORMAL PHASE (PRE-COMPLAINT)

	TOTAL COM- PLAINTS	TOTAL COM- PLAIN- ANTS-	DAYS	AVERAGE DAYS
ADR RESOURCES USED				
1. INHOUSE	0	0		
2. ANOTHER FEDERAL AGENCY	0	0		
3. PRIVATE ORGANIZATIONS, CONTRACTORS, BAR ORGANIZATIONS, INDIVIDUAL VOLUNTEERS	0	0		
4. OTHER (Please Specify below)	0	0		
TOTAL	0	0		
TYPES OF ADR TECHNIQUES				
1. MEDIATION	0	0	0	0.00
2. SETTLEMENT CONFERENCES	0	0	0	0.00
3. EARLY NEUTRAL EVALUATIONS	0	0	0	0.00
4. FACTFINDING	0	0	0	0.00
5. FACILITATION	0	0	0	0.00
6. OMBUDS	0	0	0	0.00
7. MINITRIALS	0	0	0	0.00
8. PEER REVIEW	0	0	0	0.00
9. OTHER (Please Specify below)	0	0	0	0.00
TOTAL	0	0	0	0.00

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

ADR ACTIVITIES
 PART I. INFORMAL PHASE (PRE-COMPLAINT)

	AMOUNT	TOTAL COM- PLAINTS	TOTAL COM- PLAIN- ANTS-	DAYS	AVERAGE DAYS
TYPE OF CLOSURES					
1. SETTLEMENTS WITH BENEFITS		0	0	0	0.00
2. SETTLEMENTS WITH NO BENEFITS		0	0	0	0.00
3. NOT RESOLVED		0	0	0	0.00
4. OTHER (Please specify below)		0	0	0	0.00
TOTAL		0	0	0	0.00
BENEFITS					
1. MONETARY RELIEF	0.00	0	0	0	0.00
A. COMPENSATORY DAMAGES	0.00	0	0		
B. BACKPAY/FRONTPAY	0.00	0	0		
C. LUMP SUM	0.00	0	0		
D. ATTORNEY'S FEES	0.00	0	0		
E. OTHER (Pls specify below)	0.00	0	0		
2. NON-MONETARY RELIEF		1	1	0	0.00
A. NEW HIRES		0	0		
B. PROMOTIONS		0	0		
C. REINSTATEMENTS		0	0		
D. EXPUNGEMENTS		0	0		
E. TRANSFERS		0	0		
F. REMOVALS RESCINDED AND/OR VOLUNTARY RESIGNATIONS		0	0		
G. REASONABLE ACCOMODATION		0	0		
H. OTHER (Please specify below)		1	1		
COMP TIME FOR RELIGIOUS					

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

ADR ACTIVITIES
PART II. FORMAL PHASE (INVESTIGATIVE PROCESS)

	TOTAL COM- PLAINTS	TOTAL COM- PLAIN- ANTS-	DAYS	AVERAGE DAYS
ADR RESOURCES USED				
1. INHOUSE	0	0		
2. ANOTHER FEDERAL AGENCY	0	0		
3. PRIVATE ORGANIZATIONS, CONTRACTORS, BAR ORGANIZATIONS, INDIVIDUAL VOLUNTEERS	1	1		
4. OTHER (Please Specify below)	0	0		
TOTAL	1	1		
TYPES OF ADR TECHNIQUES				
1. MEDIATION	1	1	50	50.00
2. SETTLEMENT CONFERENCES	0	0	0	0.00
3. EARLY NEUTRAL EVALUATIONS	0	0	0	0.00
4. FACTFINDING	0	0	0	0.00
5. FACILITATION	0	0	0	0.00
6. OMBUDS	0	0	0	0.00
7. MINITRIALS	0	0	0	0.00
8. PEER REVIEW	0	0	0	0.00
9. OTHER (Please Specify below)	0	0	0	0.00
TOTAL	1	1	50	50.00

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

ADR ACTIVITIES
 PART II. FORMAL PHASE (INVESTIGATIVE PROCESS)

	AMOUNT	TOTAL COM- PLAINTS	TOTAL COM- PLAIN- ANTS-	DAYS	AVERAGE DAYS
TYPE OF CLOSURES					
1. SETTLEMENTS WITH BENEFITS		0	0	0	0.00
2. SETTLEMENTS WITH NO BENEFITS		0	0	0	0.00
3. NOT RESOLVED		0	0	0	0.00
4. OTHER (Please specify below)		0	0	0	0.00
TOTAL		0	0	0	0.00
BENEFITS					
1. MONETARY RELIEF	0.00	0	0	0	0.00
A. COMPENSATORY DAMAGES	0.00	0	0		
B. BACKPAY/FRONTPAY	0.00	0	0		
C. LUMP SUM	0.00	0	0		
D. ATTORNEY'S FEES	0.00	0	0		
E. OTHER (Pls specify below)	0.00	0	0		
2. NON-MONETARY RELIEF		1	1	0	0.00
A. NEW HIRES		0	0		
B. PROMOTIONS		0	0		
C. REINSTATEMENTS		0	0		
D. EXPUNGEMENTS		0	0		
E. TRANSFERS		0	0		
F. REMOVALS RESCINDED AND/OR VOLUNTARY RESIGNATIONS		0	0		
G. REASONABLE ACCOMODATION		0	0		
H. OTHER (Please specify below)		1	1		
NON-SELECTION					

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

ADR ACTIVITIES

PART III. PRE-COMPLAINT ADR PROGRAM

X BEFORE JAN 1, 2000
AFTER JAN 1, 2000
NO PROGRAM

PART IV. POST-COMPLAINT ADR PROGRAM

X BEFORE JAN 1, 2000
AFTER JAN 1, 2000
NO PROGRAM

PART V. EMPLOYEE RIGHTS

ARE EMPLOYEES REQUIRED TO WAIVE THEIR RIGHTS UNDER 29 CFR 1614? N Y/N
IF THE RESPONSE IS YES, PLEASE SPECIFY BELOW THE RIGHTS THAT ARE WAIVED:

PART VI. BASIC ORIENTATION TRAINING

	TOTAL NUMBER	NUMBER TRAINED
1. MANAGERS	327	0
2. EMPLOYEES	2501	0

PART VII. WORKFORCE

	TOTAL WORKFORCE	NUMBER THAT CAN PARTICIPATE
1. WORKFORCE THAT CAN PARTICIPATE IN ADR PROGRAM	2828	2828

PART VIII. RESOURCES

	NUMBER
1. FULL TIME	0
2. PART TIME	1
3. COLLATERAL DUTY	16777216

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

AGENCY OR DEPARTMENT:
NUCLEAR REGULATORY COMMISSION

RCS NUMBER 0288-EEO-AN
REPORTING PERIOD: FY 2000



RECEIVED
190-16202
U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

Washington, D.C. 20507

OCT 27 2000

200 OCT 30 PM 4:37

Irene P. Little, Director
Office of Small Business & Civil Rights
Nuclear Regulatory Commission
11555 Rockville Pike
Rockville, MD 20852

Dear Ms. Little:

On August 18, 2000, we sent you a revised *EEOC Form 462, Annual Federal Equal Employment Opportunity Statistical Report of Discrimination Complaints* and instructions for the completing the forms.

The forms and instructions have been revised since then, based on the comments, feedback and questions we received during recent training sessions, meetings and inquiries from many agencies who are required to report this data for FY 2000. Please pay close attention to the instructions and note the supplemental data collection forms required by the changes made to the 29 C.F.R. 1614 regulations.

Because of these changes, we have extended the October 31 due date to November 30, 2000. An electronic file for collecting data will be sent to you by the first week in November. Each agency will be provided an electronic file and instructions for submitting the completed file to EEOC. If you have not already done so, please provide the e-mail address for the person designated to receive the electronic file to **Rhonda Jackson at 202-663-4519 or Rhonda.Jackson@EEOC.GOV by November 7.**

Any questions or concerns may be directed to Linda Jackson on (202) 663-4149. We appreciate your continued cooperation in our efforts to improve the federal sector EEO complaint data reporting process.

Sincerely,

A handwritten signature in cursive script, reading "Carlton M. Hadden", is written over the typed name.

Carlton M. Hadden, Director
Office of Federal Operations

Enclosures

SUMMARY OF REQUIREMENTS FOR FY 2000

- Part I Revised to include Alternate Dispute Resolution (ADR) and to capture data for persons counseled after the 60 day extension (a category needed, but never provided, in previous editions of this form). Do not report for item 2d individuals counseled on remand unless an EEOC decision on appeal mandated counseling. Also includes data on **informal** settlements.
- Part II Remains unchanged for the period October 1, 1999 through November 8, 1999. For the period November 9, 1999 through September 30, 2000, no claims should be reported for like or related issues for purposes of determining the number of remanded claims in the agency's inventory.
- Part III Revised to include mandated training for counselors and investigators both newly hired and experienced. Question added to determine whether or not the EEO Director reports directly to the head of the agency on EEO and discrimination complaints matters.
- Part IV New reporting requirements for the period October 1, 1999 through September 30, 2000. See *Form 462, revised Part IV*.
- Part V No change for the period October 1, 1999 through September 30, 2000.
- Part VI No change for the period October 1, 1999 through November 8, 1999. New reporting requirements for the period November 9, 1999 through September 30, 2000. See *Form 462, Part VI-Supplemental*.
- Part VII Data in this section will be complaints closed during the formal stage for the period October 1, 1999 through September 30, 2000.
- Part VIII No change for the period October 1, 1999 through November 8, 1999. New reporting requirements for case closures and consolidations. See *Form 462, Part VIII-Supplemental*.
- Part IX No change for the period October 1, 1999 through September 30, 2000.
- ADR Activities New reporting requirement on alternative dispute resolution (ADR) activities for the period November 9, 1999 through September 30, 2000. See ADR Supplement to *Form 462*.

**INSTRUCTIONS FOR EEOC FORM 462 FOR FISCAL YEAR 2000 (ENDING SEPTEMBER 30th)-
THE ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT
OF DISCRIMINATION COMPLAINTS**

PART I. SUMMARY OF PRE-COMPLAINT COUNSELING ACTIVITIES

1. Total Number of Individuals Selecting ADR

- a. Report the total number of individuals who selected ADR directly without counseling.
- b. Report the total number of individuals who selected ADR during counseling.

Note: See ADR Supplemental Form to report other data on ADR in accordance with revised regulations for fiscal year 2000.

2. Total Number of Individuals Counseled

- a. Report the total number of individuals counseled within 30 days.
- b. Report the total number of individuals counseled within 90 days.
- c. Report the total number of individuals counseled beyond 90 days. Explain in the comments section Part IX why complainants were not given the Notice of Final Interview.
- d. Report the total number of individuals **counseled** on issues remanded to the agency where the EEOC appeal decision determined that the complainant should have been counseled.

3. & 4. Settlements in the Informal Stage

3. Settlements with Benefits

Report the number of settlements with benefits made during the informal/pre-complaint phase and the dollar amount of those benefits within the categories listed on the form. Please ensure that you give detail for any items placed in the "Other" category.

4. Settlements with no Benefits

Report any settlements during the informal/pre-complaint phase that did not include monetary benefits.

PART II. SUMMARY OF FORMAL COMPLAINT ACTIVITIES

1. Report the number of complaints on hand at the beginning of the reporting period. (This number should be the same as complaints on hand at the end of previous reporting period).
2. Report the total number of complaints filed during this reporting period in accordance with the revised regulations. This number should also include all complaints that were consolidated.

Note: Do not include amendments in this Section as a new complaint filed. See Part VIII, Supplemental Form to report consolidations, in accordance with revised regulations for fiscal year 2000.

3. Report the total number of complaints remanded to the agency for further administrative processing. This number should include complaints on appeals remanded to the agency for supplemental investigations or other processing ordered by the EEOC.

This number should include the total number of complaints remanded to the agency prior to revised regulations effective November 9, 1999 and any complaints remanded based on EEOC decision on appeal after November 9, 1999.

4. Report the total number of formal complaints closed by dismissal in its entirety, withdrawal, settlement, and final decision on the merits.

Note: A complaint can only be counted and reported as closed when all the issues in the complaint have been resolved. See Supplemental Format to report additional data requested on ADR closures for fiscal year 2000, in accordance with revised regulations.

5. Calculate the number of complaints on hand at the end of the reporting period, as noted on the form.
6. Report the total number of individuals filing complaints (regardless of how many complaints they have filed). Please do not duplicate.

PART III. AGENCY RESOURCES (WORKFORCE AND EEO PROGRAM)

1. Report the total number of **all** employees on the agency's workforce at the end of the reporting period (September 30, 2000).
 - a. Report the total number of **all full-time and part-time career employees** subject to 29 C.F.R. 1614 regulations who are on the agency's workforce at the end of the fiscal year. (**Do not include SES or contract employees or other non-agency personnel, e.g., contract counselors, mediators, etc.**) Complaints filed by contract employees, however, should be reported in "Complaints Filed" Part II (1) and (2).

2. Report the total number of agency EEO Counselors during the reporting period. This number should include all EEO Counselors considered:
 - a. **Full-time,**
 - b. **Part-time, or**
 - c. **Collateral Duty.**
 - d. Report the number of newly selected EEO Counselors receiving 32 or more hours of training.
 - e. Report the number of experienced EEO Counselors receiving 8 or more hours of training.
3. Report the total number of agency EEO Investigators during the reporting period. This number should include all EEO Investigators considered:
 - a. **Full-time,**
 - b. **Part-time, or**
 - c. **Collateral Duty.**
 - d. Report the number of newly selected EEO Investigators receiving 32 or more hours of training.
 - e. Report the number of experienced EEO Investigators receiving 8 or more hours of training.
4. Report the total number of agency EEO Counselors/Investigators during the reporting period. This number should include all EEO Counselors/Investigators considered:
 - a. **Full-time,**
 - b. **Part-time, or**
 - c. **Collateral Duty.**
 - d. Report the number of newly selected EEO Counselors/Investigators receiving 32 or more hours of training.
 - e. Report the number of experienced EEO Counselors/Investigators receiving 8 or more hours of training.

5. Report whether the EEO Director reports directly to the agency head. If no, provide the name and title of the person the EEO Director reports to.

Part IV. BASES AND ISSUES ALLEGED IN COMPLAINTS FILED

Report the total number of bases and issues alleged in **all** complaints filed during this reporting period. Please report the summary of bases and issues alleged in complaints filed in the categories listed:

(a) where two or more bases and/or issues are included in a single complaint, record each bases and/or issues alleged in the appropriate columns(s). Because complainants often include more than one bases and/or issue in a single complaint, the number of bases and issues will be greater than the number of individual complaints filed.

(b) terminations involving reduction-in-force action(s) should be reported under the category "other" and not under disciplinary action to distinguish it from other terminations. With the exception of terminations involving reduction-in-force, please review all complaints slated for the category "other" to see if they might more appropriately fit into one of the specified issues categories. If you use the category "other", please list the types of issues included.

The revisions to *EEOC Form 462* include the addition of two rows and two columns to collect information on the total number of complaints by bases and issues, and the total number of complainants by bases and issues.

In Part IV enter the total number of individuals who filed complaints by bases and issues using the additional row and column. Enter the total number of complaints filed for each of the bases and issues using the additional row and column. The numbers in the columns and rows "Total Complaints" will be equal to or greater than that in the columns and rows "Total Complainants."

PART V. SUMMARY OF BASES FOR CLOSURES BY STATUTE

Report the relevant statute for each of the closures in FY 2000. Where two or more statutory bases are contained in a single complaint, please record each statutory bases in the appropriate row.

PART VI. SUMMARY OF CLOSURES BY AGENCY

The original Part covers the period October 1, 1999 through November 8, 1999, and must be completed in the same format prior to the revised regulations. For the period November 9, 1999 through September 30, 2000 report the remaining closure data, pursuant to the revised regulations, on *Part VI-Supplemented Form 462*. The total number of closures for October 1, 1999 through November 8, 1999 plus those for November 9, 1999 through September 30, 2000 should be the same as that reported in Part II, 5.

The following information is provided as an example for how Part IV should be completed.

A. (Angela) - Files a formal complaint alleging discrimination citing the following:

Issue(s)
Appointment/hire

Basis/Bases
Race (White), Sex (Female), and Age

B. (Brian) - Files a formal complaint alleging discrimination citing the following:

Issue(s)
Awards

Basis/Bases
Race (Black), Sex (Male)

(Brian) - Files another formal complaint alleging discrimination citing the following:

Issue(s)
Evaluation/Appraisal
Promotion/Non-Selection
Training

Basis/Bases
Race (Black), Sex (Male)

C. (Cathy) - Files a formal complaint alleging discrimination citing the following:

Issue(s)
Assignment of Duties
Evaluation/Appraisal
Promotion/Non-Selection
Training

Basis/Bases
Race (White), Sex (Female), and Disability (Physical)

PART IV. BASES AND ISSUES ALLEGED IN COMPLAINTS FILED																		
ISSUES IN DISCRIMINATION ALLEGATIONS	BASES OF ALLEGED DISCRIMINATION																	
	RACE AND COLOR				RELIGION	REPRISAL	SEX		NATIONAL ORIGIN		EQUAL PAY ACT		AGE	DISABILITY		TOTAL BASES BY ISSUE	TOTAL COMPLAINTS BY ISSUE	TOTAL COMPLAINANTS BY ISSUE
	AMER. INDIAN/ ALASKA NATIVE	ASIAN AMER. PACIFIC ISLANDER	BLACK	WHITE			MALE	FEMALE	HISPANIC	OTHER	MALE	FEMALE		MENTAL	PHYSICAL			
1. APPOINTMENT/HIRE				1				1					1			3	1	1
2. ASSIGNMENT OF DUTIES				1				1							1	3	1	1
3. AWARDS			1				1									2	1	1
4. CONVERSION TO FULL TIME																		
5. DISCIPLINARY ACTION																		
a. DEMOTION																		
b. REPRIMAND																		
c. SUSPENSION																		
d. REMOVAL																		
e. OTHER																		
6. DUTY HOURS																		
7. EVALUATION/APPRaisal			1	1			1	1							1	5	2	2
8. EXAMINATION/TEST																		
9. HARASSMENT																		
a. NON-SEXUAL																		
b. SEXUAL																		
10. MEDICAL EXAMINATION																		
11. PAY INCLUDING OVERTIME																		
12. PROMOTION/NON-SELECTION			1	1			1	1							1	5	2	2
13. REASSIGNMENT																		
a. DENIED																		
b. DIRECTED																		
14. REASONABLE ACCOMMODATION																		
15. REINSTATEMENT																		
16. RETIREMENT																		
17. TERMINATION																		
18. TERMS/CONDITIONS OF EMPLOYMENT																		
19. TIME AND ATTENDANCE																		
20. TRAINING			1	1			1	1							1	5	2	2
21. OTHER (Please specify below)																		
a.																		
b.																		
c.																		
d.																		
TOTAL ISSUES BY BASES			4	5			4	5					1		4			
TOTAL COMPLAINTS FILED BY BASES			2	2			2	2					1		1			
TOTAL COMPLAINANTS BY BASES			1	2			1	2					1		1			

DEFINITIONS OF CLOSURES

1. **DISMISSALS** Report all complaints dismissed for reasons listed in *29 C.F.R. 1614.107* during this reporting period. (See Supplemental Format to report additional data requested for fiscal year 2000, in accordance with revised regulations).
2. **WITHDRAWALS** Report complaints closed at the request of the complainant after formal filing during this reporting period. (See Supplemental Format to report additional data requested for fiscal year 2000, in accordance with revised regulations).
3. **SETTLEMENTS** Report the number of complaint(s) resolved by the agency based on an written agreement between both parties in the formal complaint stages of the EEO process during this reporting period. (See Supplemental Format to report additional data requested for fiscal year 2000, in accordance with revised regulations).
4. **FINAL DECISION** Report all final decisions issued by the agency, either with or without findings and conclusions (discrimination/no discrimination) issued by EEOC Administrative Judges during this reporting period. (See Supplemental Format to report additional data requested for fiscal year 2000, in accordance with revised regulations).

PART VII. SUMMARY OF COMPLAINTS CLOSED WITH CORRECTIVE ACTION DURING THE FORMAL PHASE

Part VII-A. Report the total number of individual complaints closed with corrective action during this reporting period (through settlements, with or without ADR, final agency decisions etc.).

Part VII-B. Report all monetary relief awarded in this section to include back pay, front pay and lump sum payment during this reporting period. ($B.1 + B.2 = B.$)

Part VII-C. Report all compensatory damages awarded during this reporting period in individual complaints closed with corrective action. (Final Decisions on the Merits).

Part VII-D. Report the total dollar amount awarded for attorneys fees and costs during the reporting period.

Part VII-E. Report the total number of issues in individual complaints closed with corrective action (Settlements/Final Decisions with/without monetary awards during this reporting period).

PART VIII. SUMMARY OF OPEN INVENTORY PENDING END OF REPORTING PERIOD

1. Report the total number of open complaints pending in the agency's inventory at the end of the reporting period.

Note: This number should be the same as reported in Part II-5. The dates used in calculating columns B D E & F should be from the date filed to the end of the fiscal year.

2. Report the total number of open complaints pending in inventory according to the categories requested.

Column A. Report the total number of open complaints pending;

Column B. Report the total number of days in processing from the date filed to the end of the fiscal year.

Column C. Report the average number of days pending from date filed to the end of the fiscal year. (Column B divided by Column A.)

Columns D-F Report the number of open complaints by the number of days pending for each complaint, e.g., Column D 1-180 days pending, Column E. 181-270 days pending, Column F. over 270 days including 360 days, in accordance with revised regulations. If any complaints are pending over 360 days, please provide the number and an explanation in the Comments section.

See *Part VIII, Supplemental* to report additional data requested for status of open inventory in FY 2000, in accordance with revised regulations.

a. **WRITTEN ACKNOWLEDGMENT OF RECEIPT** - Report the total number of open complaints in the agency's inventory awaiting written acknowledgment of receipt of acceptance/dismissal. Please report in the appropriate categories in columns A. through F.

b. **INVESTIGATION** - Report the total number of open complaints awaiting investigation in the agency's inventory in the appropriate categories in Columns A. through F.

c. **HEARINGS** - Report the total number of open complaints in the agency's inventory, awaiting a hearing at the EEOC, in the appropriate categories in Columns A. through F.

d. **FINAL DECISION BY THE AGENCY** - Report the total number of open complaints in the agency's inventory awaiting a final decision by the agency. Report in the categories in Columns A through F.

Within FY

462

Amount Task Orders

8

M

2nd drawer middle
Cabinet

Part VIII. - SUPP-STATUS OF OPEN INVENTORY (AND CONSOLIDATIONS).

1. Report the pending inventory as of October 1, 1999. This number should be the same as the pending inventory on September 30, 1999. If there is any difference, please explain in the "Comments" Sections Part IX.
2. Report the total number of complaints filed in FY 2000, regardless of time filed (please include remands in this figure and note the number of remands reported here in the Comments section..
3. Add line 1 and line 2 to the total number of complaints.
4. Report the total number of complaints in line 3 that were NOT consolidated.
5. Report the total number of complaints in line 4 that were closed this reporting period .
6. Report the number of complaints resulting from consolidation of complaints identified in line 5.
7. Report the total number of complaints from line 6 that were closed this reporting period.
8. Report the total number of joint processing units (the resulting number of "units" of multiple complaints from line 6 that have been/will be processed together, in accordance with 29 CFR 1614 regulation) that resulted in consolidation or multiple complaints.
9. Report the pending inventory as of September 30, 2000, (subtract the sum of lines 5 and 7 (total closures) from the total number on line 3).

EXAMPLE:

John had one complaint pending from FY 1999 and filed four more in FY 2000. You consolidated all five into one complaint. Jane filed a total of three complaints and you consolidated all of those into one complaint. This would be eight complaints in line five resulting in two complaints in line 6. Terry filed two complaints in FY 2000 that were not consolidated at all. They will be identified as two complaints in line 4.

PART IX. SUMMARY OF ACTIVITY FOR COMPLETED INVESTIGATIONS

1. Report the total number of: a. investigations completed by agency personnel and b. investigations completed by contractors.
 - a. Report the total number of **all** investigations completed by agency personnel separately in Column A on line 1(a). In Column B report the total number of days to complete investigations for **all** complaint(s) from the date complaint was filed to date investigation was completed and notice issued during this reporting period. Report the average days in Column C.

- b. Report the total number of **all** investigations completed that were contracted out by the agency in Column A of line 1(b). In Column B report the total number of days for complaints from date complaint was filed to date investigation was completed, and notice issued during this reporting period. Report the average days in Column C.

2 - 4. Report in Columns A, the total number of investigations completed and notices issued within 180 days; after an additional extension of up to 90 days in accordance with *29 C.F.R. 1614.108(e)* and the total number of investigations completed and notices issued in excess of 270 days during this reporting period. In Column B report the total number of days to complete investigations for all complaints from date complaint was filed to date investigation was completed and notice issued during the reporting period. Report the average days in Column C.

5. Report the total amount spent on all investigations (i.e., investigations completed by agency personnel and investigations contracted out during this reporting period).

- a. Amount spent on investigations completed by agency personnel.

Report the amount spent on investigations completed by agency personnel. The dollar amount reported should include salaries.

- b. Amount spent on contracted investigations.

COMMENTS: Please provide comments as it relates to specific sections of the *Form 462* Report. Please reference all Section(s) by Part(s) where applicable.

CERTIFICATION AND CONTACT INFORMATION

A. Typed Name, Title and Signature of Certifying Official --- Type or print the name and title of the agency head, or the EEO Director, certifying the accuracy and completeness of complaint data provided on the *Form 462*.

B. To facilitate the accurate and complete reporting of agency's EEO complaint data, it may be necessary to contact the individual responsible for preparing the agency's report, therefore, we are requesting the typed name, title, and signature of the staff member responsible for preparing *Form 462*. The date, telephone number, and e-mail address should also be provided.

Alternative Dispute Resolution

EEOC's regulations at 29 C.F.R. § 1614.102(b)(2) require agencies to establish or make available an alternative dispute resolution (ADR) program. Agencies' ADR programs must be available during the pre-complaint process and the formal complaint process. Please provide a description of each of your ADR programs (if applicable) within your agency. In describing the program please include information regarding the date the program started, funding for this fiscal year, and provide a copy of policies and procedures detailing your program and copies of any ADR materials provided to employees in the counseling/complaint process. Also provide the information outlined on the attached *EEOC Form 462, ADR Activities, Parts I through Part VIII*.

Instructions for Completing the *Supplemental EEOC Form 462* on ADR Activities for the informal (pre-complaint) and formal (investigative) stages of the EEO process.

Part I and Part II Informal and Formal Alternative Dispute Resolution

ADR Resources Used

1. Enter the total number of complaints where in-house neutrals (agency staff) were used in column (B), and the number of complainants in column (C).
2. Enter the total number of complaints where neutrals from a federal neutral sharing program or other arrangement with a federal agency were used in column (B), and the total number of complainants in column (C).
3. Enter the total number of complaints where private organizations, bar associations, individual volunteers, and contractors were used as neutrals in column (B) and the total number of complainants in column (C).
4. Enter the total number of complaints where neutrals from sources other than those mentioned above were used in column (B), and the total number of complainants in column (C).
5. Total - enter the sum of items 1, 2, 3, and 4 in columns (B) and (C).

Types of ADR Techniques

1. Enter the total number of complaints the agency attempted under the ADR mediation technique in column (B), the total number of complainants in column (C), the total number of days in column (D), and the average days used under this technique in column (E). To compute the total days, add the number of days from the date ADR is offered to the date that the ADR technique ended (i.e., the date that the settlement agreement was signed or ADR failed) and record the results for all the ADR techniques in column (D). To compute the average days divide the total number of days by the total number of complaints and record the results in column (E). Formula: $(D)/(B)=(E)$
2. Enter the total number of complaints the agency attempted to resolve under the ADR settlement conference technique in column (B), the total number of complainants in column (C), the total number of days in column (D), and the average days used under this technique in column (E).
3. Enter the total number of complaints the agency attempted to resolve under the ADR early neutral evaluation technique in column (B), the total number of complainants in column (C), the total number of days in column (D), and the average days used under this technique in column (E).

4. Enter the total number of complaints the agency attempted to resolve under the ADR fact finding technique in column (B), the total number of complainants in column (C), the total number of days in column (D), and the average days used under this technique in column (E).
5. Enter the total number of complaints the agency attempted to resolve under the ADR facilitation technique in column (B), the total number of complainants in column (C), the total number of days in column (D), and the average days used under this technique in column (E).
6. Enter the total number of complaints the agency attempted to resolve under the ADR ombuds technique in column (B), the total number of complainants in column (C), the total number of days in column (D), and the average days used under this technique in column (E).
7. Enter the total number of complaints the agency attempted to resolve under the ADR mini-trial technique in column (B), the total number of complainants in column (C), the total number of days in column (D), and the average days used under this technique in column (E).
8. Enter the total number of complaints the agency attempted to resolve under the ADR peer review technique in column (B), the total number of complainants in column (C), the total number of days in column (D), and the average days used under this technique in column (E).
9. Please specify techniques used other than those mentioned above and enter the total number of complaints in column (B), the total number of complainants in column (C), the total number of days in column (D), and the average days used under this technique in column (E).
10. Total - enter the sum of items 1 through 9 in columns (B), (C), (D), and (E).

Types of Closures

1. Enter the total number of complaints that were settled with monetary and/or non-monetary benefits in column (B), the total number of complainants represented by those complaints in column (C), the total number of days involved in column (D), and the average days in column (E).
2. Enter the total number of complaints that were settled where no benefits were provided (i.e., withdrawals) to the complainants in column (B), the total number of complainants represented by that number in column (C), the total number of days involved in column (D), and the average days in column (E).
3. Enter the total number of complaints that were not resolved in column (B), the total number of complainants represented by that number in column (C), the total number of days involved in column (D), and the average days in column (E).

4. Enter the total number of closures other than the three categories mentioned above in column (B), the total number of complainants represented by that number in column (C), the total number of days involved in column (D), and the average days in column (E).
5. Total - enter the sum of items 1, 2, 3, and 4 in columns (B), (C), (D), and (E).

Benefits

1. Enter the total dollar amount of monetary relief provided to complainants in column (A), the total number of complaints to be resolved with monetary relief in column (B), the total number of complainants to receive monetary relief in column (C), the total number of days to resolve all complaints with monetary relief in column (D), and the average days in column (E). ($D/B=E$)

Note: In row 1, the figures entered into columns (B) and (C), respectively, should equal the total number of complaints and complainants that received monetary relief. Even though a particular complaint or complainant may have received multiple types of monetary relief, i.e., compensatory damages and attorney's fees, the total number of complaints and complainants should not be counted more than once. Consequently, the sum of the categories outlined in items A through E may be greater than the numbers entered for row 1 (B) and (C).

- A. Enter the dollar amount of compensatory damages provided in column (A), the total number of complaints to be resolved with compensatory damages in column (B), and the total number of complainants to receive compensatory damages in column (C).
- B. Enter the dollar amount of back pay/front pay provided in column (A), the total number of complaints to be resolved with back pay/front pay in column (B), and the total number of complainants to receive back pay/front pay in column (C).
- C. Enter the dollar amount of any lump sum award in column (A), the total number of complaints to be resolved with a lump sum award in column (B), and the total number of complainants to receive a lump sum award in column (C).

- D. Enter the dollar amount of any attorneys' fees and costs provided in column (A), the total number of complaints to receive attorneys' fees and costs in column (B), and the total number of complainants whose representatives received attorneys' fees and costs in column (C).
 - E. Please specify any other type of monetary relief provided and enter the dollar amount in column (A), the total number of complaints to be resolved with this type of monetary relief in column (B), and the total number of complainants to receive this type of monetary relief in column (C).
2. Enter the total number of complaints to be resolved with non-monetary relief in column (B), the total number of complainants to receive non-monetary relief in column (C), the total number of days to resolve all complaints with non-monetary relief in column (D), and the average days in column (E). ($D/B = E$)

Note: In row 2, the figures entered into columns (B) and (C), respectively, should equal the total number of complaints and complainants that received non-monetary relief. Even though a particular complaint or complainant may have received multiple types of non-monetary relief, i.e., reinstatement and expungement, the total number of complaints and complainants should not be counted more than once. Consequently, the sum of the categories outlined in items A through H may be greater than the numbers entered in row 1 (B) and (C).

- A. Enter the total number of complaints involving new hires in column (B), and the total number of complainants involved in column (C).
- B. Enter the total number of complaints where promotions were granted in column (B), and the total number of complainants involved in column (C).
- C. Enter the total number of complaints where reinstatements were granted in column (B), and the total number of complainants involved in column (C).
- D. Enter the total number of complaints where records were expunged in column (B), and the total number of complainants involved in column (C).
- E. Enter the total number of complaints where transfers were granted in column (B), and the total number of complainants involved in column (C).
- F. Enter the total number of complaints where removals were rescinded and voluntary resignations were granted in column (B), and the total number of complainants involved in column (C).

- G. Enter the total number of complaints where reasonable accommodations were granted in column (B), and the total number of complainants involved in column (C).
- H. Specify any other type of non-monetary relief provided and enter the total number of complaints to be resolved with this type of non-monetary relief in column (B), and the total number of complainants to receive this type of non-monetary relief in column (C).

Pre and Post Complaint Activities

Part III and Part IV.

Check the appropriate box to indicate whether the agency either has an ADR Program that was in effect before or after January 1, 2000, or has no program at all.

Part V.

Check the appropriate box to indicate whether the agency required employees to waive any of their rights under 29 C.F.R 1614, in order to participate in the ADR program. If so, specify in the space provided the rights that are waived.

Part VI.

1. Enter the total number of managers in the agency's workforce in column, (A) and enter the number and percent of agency managers who received the basic orientation to ADR in columns (B) and (C), respectively.
2. Enter the total number of non-management employees in the agency's workforce in column (A), and enter the number and percent of agency non-management employees who received basic orientation in ADR in columns (B) and (C) respectively.

Part VII.

1. Enter the total number of employees in the agency's workforce in column (A).
2. Enter the number and percent of the workforce who can participate in the agency's ADR program in columns (A) and (B) respectively.

Part VIII.

1. Enter the number of employees who work in the ADR Program on a full time basis in column (A).
2. Enter the number of employees who work in the ADR Program on a part time basis in column (A).
3. Enter the number of employees with collateral duty ADR responsibilities in column (A).