

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

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

AGENCY OR DEPARTMENT: Alcohol, Tobacco, Firearms and Explosives

REPORTING PERIOD: FY 2003

PART I - PRE-COMPLAINT COUNSELING

EEO COUNSELOR		
	COUNSELINGS	INDIVIDUALS
A. TOTAL COUNSELED	62	60
1. COUNSELED WITHIN 30 DAYS	32	30
2. COUNSELED WITHIN 31 TO 90 DAYS	25	25
3. COUNSELED BEYOND 90 DAYS	5	5
4. COUNSELED DUE TO REMANDS	0	0

ADR INTAKE OFFICER		
	COUNSELINGS	INDIVIDUALS
B. TOTAL COUNSELED	0	0
1. COUNSELED WITHIN 30 DAYS	0	0
2. COUNSELED WITHIN 31 TO 90 DAYS	0	0
3. COUNSELED BEYOND 90 DAYS	0	0

COMBINED TOTAL		
	COUNSELINGS	INDIVIDUALS
C. TOTAL COUNSELED	62	60
1. COUNSELED WITHIN 30 DAYS	32	30
2. COUNSELED WITHIN 31 TO 90 DAYS	25	25
3. COUNSELED BEYOND 90 DAYS	5	5
4. COUNSELED DUE TO REMANDS	0	0

D. COUNSELING THAT DID NOT RESULT IN FILING OF COMPLAINT		
	COUNSELINGS	INDIVIDUALS
TOTAL	33	31
1. EEO COUNSELOR	33	31
2. ADR INTAKE OFFICER	0	0

E. NON-ADR SETTLEMENTS WITH MONETARY BENEFITS			
	COUNSELINGS	INDIVIDUALS	AMOUNT
TOTAL	1	1	\$ 18000.00
1. COMPENSATORY DAMAGES	0	0	\$ 0.00
2. BACKPAY/FRONTPAY	0	0	\$ 0.00
3. LUMP SUM PAYMENT	1	1	\$ 18000.00
4. ATTORNEYS FEES AND COSTS	0	0	\$ 0.00
5.			\$
6.			\$
7.			\$

F. NON-ADR SETTLEMENTS WITH NON-MONETARY BENEFITS		
	COUNSELINGS	INDIVIDUALS
TOTAL	1	1
1. NEW HIRES	0	0
2. PROMOTIONS	0	0
3. REINSTATEMENTS	0	0
4. EXPUNGEMENTS	0	0
5. TRANSFERS	0	0
6. REMOVALS RESCINDED AND VOLUNTARY RESIGNATIONS	0	0
7. REASONABLE ACCOMMODATIONS	0	0
8. TRAINING	0	0
9. APOLOGY	0	0
10. Resignation Date Change	0	0
11. Counseled Manager	1	1
12.		

G. ADR SETTLEMENTS WITH MONETARY BENEFITS			
	COUNSELINGS	INDIVIDUALS	AMOUNT
TOTAL	1	1	\$ 350.00
1. COMPENSATORY DAMAGES	0	0	\$ 0.00
2. BACKPAY/FRONTPAY	1	1	\$ 350.00
3. LUMP SUM PAYMENT	0	0	\$ 0.00
4. ATTORNEYS FEES AND COSTS	0	0	\$ 0.00
5.			\$
6.			\$
7.			\$

H. ADR SETTLEMENTS WITH NON-MONETARY BENEFITS		
	COUNSELINGS	INDIVIDUALS
TOTAL	4	4
1. NEW HIRES	0	0
2. PROMOTIONS	1	1
3. REINSTATEMENTS	1	1
4. EXPUNGEMENTS	2	2
5. TRANSFERS	1	1
6. REMOVALS RESCINDED AND VOLUNTARY RESIGNATIONS	0	0
7. REASONABLE ACCOMMODATIONS	0	0
8. TRAINING	1	1
9. APOLOGY	0	0
10. Leave Restored	2	2
11. Re-do Evaluation	0	0
12. ALL OTHER (See comments)	0	0

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PART II FORMAL COMPLAINT ACTIVITIES

PART III AGENCY RESOURCES, TRAINING, REPORTING LINE

63	A. COMPLAINTS ON HAND AT THE BEGINNING OF THE REPORTING PERIOD
29	B. COMPLAINTS FILED
0	C. REMANDS
92	D. TOTAL COMPLAINTS (sum of lines A+B+C)
92	E. COMPLAINTS IN LINE D THAT WERE NOT CONSOLIDATED
68	F. COMPLAINTS IN LINE E CLOSED DURING REPORT PERIOD
0	G. COMPLAINTS IN LINE D THAT WERE CONSOLIDATED
0	H. COMPLAINTS IN LINE G CLOSED DURING REPORT PERIOD
24	I. COMPLAINTS ON HAND AT THE END OF THE REPORTING PERIOD (Line D - (sum of Lines F+H))
29	J. INDIVIDUALS FILING COMPLAINTS
0	K. NUMBER OF JOINT PROCESSING UNITS FROM CONSOLIDATION OF COMPLAINTS

A. AGENCY RESOURCES

	NUMBER	PERCENT
1. WORK FORCE		
a. TOTAL WORK FORCE	4757	
b. PERMANENT EMPLOYEES	4141	
2. COUNSELOR	12	
a. FULL-TIME	6	50.00
b. PART-TIME	0	0.00
c. COLLATERAL DUTY	6	50.00
3. INVESTIGATOR	0	
a. FULL-TIME	0	0.00
b. PART-TIME	0	0.00
c. COLLATERAL DUTY	0	0.00
4. COUNSELOR/INVESTIGATOR	0	
a. FULL-TIME	0	0.00
b. PART-TIME	0	0.00
c. COLLATERAL DUTY	0	0.00

B. STAFF TRAINING

	COUNSELORS		INVESTIGATORS		COUNS/INVESTIG	
	AGENCY	CONTRACT	AGENCY	CONTRACT	AGENCY	CONTRACT
1. NEW STAFF - TOTAL	2	0	0	0	0	0
a. STAFF RECEIVING REQUIRED 32 OR MORE HOURS	2	0	0	0	0	0
b. STAFF RECEIVING 8 OR MORE HOURS, USUALLY GIVEN TO EXPERIENCED STAFF	0	0	0	0	0	0
c. STAFF RECEIVING NO TRAINING AT ALL	0	0	0	0	0	0
2. EXPERIENCED STAFF - TOTAL	10	0	0	37	0	0
a. STAFF RECEIVING REQUIRED 8 OR MORE HOURS	1	0	0	37	0	0
b. STAFF RECEIVING 32 OR MORE HOURS, GENERALLY GIVEN TO NEW STAFF	9	0	0	0	0	0
c. STAFF RECEIVING NO TRAINING AT ALL	0	0	0	0	0	0

C. REPORTING LINE

1. DOES THE EEO DIRECTOR REPORT TO THE AGENCY HEAD?	YES X	NO
2. IF NO, WHO DOES THE EEO DIRECTOR REPORT TO?		
PERSON:		
TITLE:		

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PART IV. BASES AND ISSUES ALLEGED IN COMPLAINTS FILED

ISSUES OF ALLEGED DISCRIMINATION	BASES OF ALLEGED DISCRIMINATION																AGE	DISABILITY		TOTAL BASES BY ISSUE	TOTAL COMPLAINTS BY ISSUE	TOTAL COMPLAINANTS BY ISSUE
	RACE				COLOR	RELIGION	REPRISAL	SEX		NATIONAL ORIGIN		EQUAL PAY ACT		MENTAL	PHYSICAL							
	AMER. INDIAN/ ALASKAN NATIVE	ASIAN PACIFIC ISLANDER	BLACK	WHITE				MALE	FEMALE	HISPANIC	OTHER	MALE	FEMALE									
A. APPOINTMENT/HIRE	0	0	0	0	0	0	0	0	0	0	0			1	0	0	1	1	1			
B. ASSIGNMENT OF DUTIES	0	0	0	1	0	1	1	0	0	0	0			1	0	0	4	1	1			
C. AWARDS	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	0			
D. CONVERSION TO FULL TIME	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	0			
E. DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	1	0	0			0	0	0	1	1	1			
1. DEMOTION	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	0			
2. REPRIMAND	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	0			
3. SUSPENSION	0	0	0	0	0	0	0	0	1	0	0			0	0	0	1	1	1			
4. REMOVAL	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	0			
5. Letter of Instruction	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	0			
6. Polygraph	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	0			
7. Search and Seizure	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	0			
F. DUTY HOURS	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	0			
G. EVALUATION/APPRaisal	0	0	1	1	0	1	2	1	2	1	0			2	0	0	11	4	4			
H. EXAMINATION/TEST	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	0			
I. HARASSMENT	0	0	1	0	0	0	1	0	1	0	0			1	0	0	4	2	2			
1. NON-SEXUAL	0	0	1	0	0	0	1	0	1	0	0			1	0	0	4	2	2			
2. SEXUAL							0	0	0								0	0	0			
J. MEDICAL EXAMINATION	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	0			
K. PAY INCLUDING OVERTIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
L. PROMOTION/NON-SELECTION	0	0	2	2	0	1	1	1	1	2	0			5	0	1	16	9	7			
M. REASSIGNMENT	0	0	0	0	0	0	1	0	0	0	0			0	0	0	1	1	1			
1. DENIED	0	0	0	0	0	0	1	0	0	0	0			0	0	0	1	1	1			
2. DIRECTED	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	0			
N. REASONABLE ACCOMMODATION						0	0								0	0	0	0	0			
O. REINSTATEMENT	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	0			
P. RETIREMENT	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	0			
Q. TERMINATION	0	0	0	1	0	0	1	1	0	0	0			0	0	0	3	2	1			
R. TERMS/CONDITIONS OF EMPLOYMENT	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	0			
S. TIME AND ATTENDANCE	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	0			
T. TRAINING	0	0	1	0	0	0	1	0	1	0	0			1	0	0	4	1	1			
U. OTHER (Please specify below)																						
1. A/OIG Investigation	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	0			
2. Disparate Treatment	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	0			
3. EAP Referral	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	0			
4.																						
5.																						
TOTAL ISSUES BY BASES	0	0	5	5	0	3	8	3	6	3	0	0	0	11	0	1						
TOTAL COMPLAINTS FILED BY BASES	0	0	5	4	0	1	7	2	5	3	0	0	0	9	0	1						
TOTAL COMPLAINANTS BY BASES	0	0	5	4	0	1	7	2	5	3	0	0	0	9	0	1						

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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.)

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

B. TOTAL BY STATUTES

90 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)	68	28668	421.59
1. WITHDRAWALS	3	999	333.00
2. SETTLEMENTS	14	8461	604.36
3. FINAL AGENCY DECISIONS (B+C)	51	19208	376.63
B. FINAL AGENCY DECISIONS <i>WITHOUT</i> AN ADMINISTRATIVE JUDGE DECISION (1+2+3)	30	12855	
1. FINDING DISCRIMINATION	0	0	0.00
2. FINDING NO DISCRIMINATION	16	8644	540.25
3. DISMISSAL OF COMPLAINTS	14	4211	300.79
C. FINAL AGENCY ACTIONS <i>WITH</i> AN ADMINISTRATIVE JUDGE (AJ) DECISION (1+2+3)	21	6353	
1. AJ DECISION FULLY IMPLEMENTED (a+b)	21	6353	
(a) FINDING DISCRIMINATION	0	0	0.00
(b) FINDING NO DISCRIMINATION	21	6353	302.52
2. AJ DECISION NOT FULLY IMPLEMENTED (a+b)	0	0	
(a) FINDING DISCRIMINATION (i+j+iii)	0	0	0.00
i. AGENCY APPEALED FINDING BUT NOT REMEDY	0	0	0.00
ii. AGENCY APPEALED REMEDY BUT NOT FINDING	0	0	0.00
iii. AGENCY APPEALED BOTH FINDING AND REMEDY	0	0	0.00
(b) FINDING NO DISCRIMINATION	0	0	0.00
3. DISMISSAL OF COMPLAINTS	0	0	0.00

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

	NUMBER	AMOUNT
A. TOTAL COMPLAINTS CLOSED WITH CORRECTIVE ACTION	14	
B. CLOSURES WITH MONETARY BENEFITS	2	\$ 38000.00
1. BACK PAY/FRONT PAY	1	\$ 20000.00
2. LUMP SUM PAYMENT	1	\$ 18000.00
C. CLOSURES WITH NON-MONETARY BENEFITS	12	
D. CLOSURES WITH COMPENSATORY DAMAGES	0	\$ 0.00
E. CLOSURES WITH ATTORNEY'S FEES AND COSTS	2	\$ 17477.00
F. TYPES OF CORRECTIVE ACTION	NUMBER WITH	NUMBER WITH
	MONETARY BENEFITS	NON-MONETARY BENEFITS
1. HIRE	0	0
a. RETROACTIVE	0	0
b. NON-RETROACTIVE	0	0
2. PROMOTION	2	0
a. RETROACTIVE	2	0
b. NON-RETROACTIVE	0	0
3. DISCIPLINARY ACTION	2	3
a. RESCINDED	2	3
b. MODIFIED	0	0
4. REINSTATEMENT	0	0
5. REASSIGNMENT	0	2
6. PERFORMANCE EVALUATION MODIFIED	0	0
7. PERSONNEL FILE PURGED OF ADVERSE MATERIAL	1	4
8. ACCOMMODATION	0	0
9. TRAINING/TUITION/ETC.	0	1
10. LEAVE RESTORED	0	2
11. Pay Rate Change		
12. Support Office Mgmt.		
13. ALL OTHER (See Comments)		

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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+2+3+4)	24	3310		
1. COMPLAINTS PENDING WRITTEN NOTIFICATION	20	2631	131.55	156
2. COMPLAINTS PENDING IN INVESTIGATION	2	193	96.50	98
3. COMPLAINTS PENDING IN HEARINGS	2	486	243.00	271
4. COMPLAINTS PENDING A FINAL AGENCY DECISION	0	0	0.00	0

PART IX SUMMARY OF INVESTIGATIONS COMPLETED

		TOTAL	TOTAL DAYS	AVERAGE DAYS
A. INVESTIGATIONS COMPLETED DURING REPORTING PERIOD	(1+3)	68	29630	
1. INVESTIGATIONS COMPLETED BY AGENCY PERSONNEL	(a+b+c)	0	0	0.00
a. INVESTIGATIONS COMPLETED IN 180 DAYS OR LESS		0	0	0.00
b. INVESTIGATIONS COMPLETED IN 181 - 360 DAYS		0	0	0.00
c. INVESTIGATIONS COMPLETED IN 361 OR MORE DAYS		0	0	0.00
2. COST OF AGENCY INVESTIGATIONS		\$ 0.00		
3. INVESTIGATIONS COMPLETED BY CONTRACTORS	(a+b+c)	68	29630	435.74
a. INVESTIGATIONS COMPLETED IN 180 DAYS OR LESS		13	1087	83.62
b. INVESTIGATIONS COMPLETED IN 181 - 360 DAYS		17	4451	261.82
c. INVESTIGATIONS COMPLETED IN 361 OR MORE DAYS		38	24092	634.00
4. COST OF CONTRACTOR INVESTIGATIONS		\$ 425278.00		

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PART X SUMMARY OF ADR PROGRAM ACTIVITIES

INFORMAL PHASE (PRE-COMPLAINT)

	COUNSELINGS	INDIVIDUALS	DAYS	AVERAGE DAYS
A. ADR PENDING FROM PREVIOUS REPORTING PERIOD	1	1	74	
B. ADR ACTIONS FOR CURRENT REPORTING PERIOD				
1. ADR OFFERED	59	56		
2. REJECTED BY INDIVIDUAL	52	49		
3. REJECTED BY AGENCY	0	0		
4. TOTAL ACCEPTED INTO ADR	7	7		
C. RESOURCES USED (1+2+3+4+5+6+7)	8	8		
1. INHOUSE	2	2		
2. ANOTHER FEDERAL AGENCY	6	6		
3. PRIVATE ORGANIZATIONS, (e.g., CONTRACTORS, BAR ASSOCIATIONS, INDIVIDUAL VOLUNTEERS OR COLLEGE/UNIVERSITY PERSONNEL)	0	0		
4. MULTIPLE RESOURCES USED (Please specify)	0	0		
5.				
6.				
7.				
D. ADR ATTEMPTS (1+2+3+4+5+6+7+8+9+10+11+12)	8	8	597	74.63
1. MEDIATION	6	6	432	72.00
2. SETTLEMENT CONFERENCES	2	2	165	82.50
3. EARLY NEUTRAL EVALUATIONS	0	0	0	0.00
4. FACTFINDING	0	0	0	0.00
5. FACILITATION	0	0	0	0.00
6. OMBUDSMAN	0	0	0	0.00
7. PEER REVIEW	0	0	0	0.00
8. MULTIPLE TECHNIQUES USED (Please specify)	0	0	0	0.00
9.				
10.				
11.				
E. STATUS OF CASES	COUNSELINGS	INDIVIDUALS	DAYS	AVERAGE DAYS
1. TOTAL CLOSED (a+b+c+d+e+f)	8	8	597	74.63
a. SETTLEMENTS WITH BENEFITS (Monetary and Non-monetary)	4	4	343	85.75
b. NO FORMAL COMPLAINT FILED	2	2	129	64.50
c. NO RESOLUTION	0	0	0	0.00
d. NO ADR ATTEMPT	2	2	125	62.50
e. Withdrawal	0	0	0	0.00
f.				
2. OPEN INVENTORY - ADR PENDING	0	0	0	0.00

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PART XI SUMMARY OF ADR PROGRAM ACTIVITIES

FORMAL PHASE

	COMPLAINTS	COMPLAINANTS	DAYS	AVERAGE DAYS
A. ADR PENDING FROM PREVIOUS REPORTING PERIOD	17	17		
B. ADR ACTIONS FOR CURRENT REPORTING PERIOD				
1. ADR OFFERED	1	1		
2. REJECTED BY COMPLAINANT	1	1		
3. REJECTED BY AGENCY	0	0		
4. TOTAL ACCEPTED INTO ADR	0	0		
C. RESOURCES USED (1+2+3+4+5+6+7)	17	17		
1. INHOUSE	17	17		
2. ANOTHER FEDERAL AGENCY	0	0		
3. PRIVATE ORGANIZATIONS, (e.g., CONTRACTORS, BAR ASSOCIATIONS, INDIVIDUAL VOLUNTEERS OR COLLEGE/UNIVERSITY PERSONNEL)	0	0		
4. MULTIPLE RESOURCES USED (Please specify)	0	0		
5.				
6.				
7.				
D. ADR ATTEMPTS (1+2+3+4+5+6+7+8+9+10+11+12)	17	17	790	46.47
1. MEDIATION	3	3	197	65.67
2. SETTLEMENT CONFERENCES	14	14	593	42.36
3. EARLY NEUTRAL EVALUATIONS	0	0	0	0.00
4. FACTFINDING	0	0	0	0.00
5. FACILITATION	0	0	0	0.00
6. OMBUDSMAN	0	0	0	0.00
7. MINI-TRIALS	0	0	0	0.00
8. PEER REVIEW	0	0	0	0.00
9. MULTIPLE TECHNIQUES USED (Please specify)	0	0	0	0.00
10.				
11.				
12.				
E. STATUS OF CASES	COMPLAINTS	COMPLAINANTS	DAYS	AVERAGE DAYS
1. TOTAL CLOSED (a+b+c+d+e+f)	17	17	790	46.47
a. SETTLEMENTS WITH BENEFITS (Monetary and Non-monetary)	14	14	593	42.36
b. WITHDRAWAL FROM EEO PROCESS	3	3	197	65.67
c. NO RESOLUTION	0	0	0	0.00
d.				
e.				
f.				
2. OPEN INVENTORY - ADR PENDING	0	0	0	0.00
F. BENEFITS RECEIVED	COMPLAINTS	COMPLAINANTS	AMOUNT	
1. MONETARY (INSERT TOTAL)	4	4	\$ 55477.00	
a. COMPENSATORY DAMAGES	0	0	\$ 0.00	
b. BACKPAY/FRONTPAY	1	1	\$ 20000.00	
c. LUMP SUM	1	1	\$ 18000.00	
d. ATTORNEY'S FEES AND COSTS	2	2	\$ 17477.00	
e.			\$	
f.			\$	
g.			\$	
2. NON-MONETARY (INSERT TOTAL)	10	10		
a. NEW HIRES	0	0		
b. PROMOTIONS	2	2		
c. REINSTATEMENTS	1	1		
d. EXPUNGEMENTS	2	2		
e. TRANSFERS	0	0		
f. REMOVALS RESCINDED AND VOLUNTARY RESIGNATIONS	3	3		
g. REASONABLE ACCOMMODATIONS	0	0		
h. TRAINING	1	1		
i. APOLOGY	1	1		
j. Dress Code	0	0		
k.				
l.				

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PART XII SUMMARY OF ADR PROGRAM ACTIVITIES

TRAINING AND RESOURCES

		NUMBER	TRAINED
A. BASIC ADR ORIENTATION TRAINING			
1.	MANAGERS	826	6
2.	EMPLOYEES	3931	14
		NUMBER	
B. EMPLOYEES THAT CAN PARTICIPATE IN ADR		4757	
		NUMBER	
C. IN HOUSE STAFF RESOURCES AVAILABLE FOR ADR		3	
1.	FULL TIME	0	
2.	PART TIME	0	
3.	COLLATERAL DUTY	3	
		AMOUNT	
D. ADR FUNDING SPENT		\$ 0.00	

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, 2002 through September 30, 2003 are accurate and complete.

TYPED NAME AND TITLE OF CERTIFYING OFFICIAL:

SIGNATURE OF CERTIFYING OFFICIAL:

TYPED NAME AND TITLE OF PREPARER: Sylvia Price, EEO Specialist

SIGNATURE OF PREPARER:

DATE: 11/5/2003 TELEPHONE NUMBER: 202-616-4808 E-MAIL: Sylvia.Price@usdoj.gov

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

*U.S. Equal Employment Opportunity Commission
Office of Federal Operations
Federal Sector Programs
1801 L Street, NW
Washington, DC 20507*

Appendix A - Comments

Part 1

EEO Counselor, section A-3 Reasons:
3-were settlements in process
1-critical law enforcement activities had priority
1-communications difficulties

Part 4

Correction to Total Bases By Issues:

G. Evaluation/Appraisal should be 10.
L. Promotion/Non-selection should be 18
M. Reassignment, 1. Denied should be 2

Part 9

Data is correct.