

# ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

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

AGENCY OR DEPARTMENT: Drug Enforcement Administration

REPORTING PERIOD: FY 2003

## PART I - PRE-COMPLAINT COUNSELING

EEO COUNSELOR		
	COUNSELINGS	INDIVIDUALS
<b>A. TOTAL COUNSELED</b>	87	87
1. COUNSELED WITHIN 30 DAYS	85	85
2. COUNSELED WITHIN 31 TO 90 DAYS	2	2
3. COUNSELED BEYOND 90 DAYS	0	0
4. COUNSELED DUE TO REMANDS	0	0

ADR INTAKE OFFICER		
	COUNSELINGS	INDIVIDUALS
<b>B. TOTAL COUNSELED</b>	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
<b>C. TOTAL COUNSELED</b>	87	87
1. COUNSELED WITHIN 30 DAYS	85	85
2. COUNSELED WITHIN 31 TO 90 DAYS	2	2
3. COUNSELED BEYOND 90 DAYS	0	0
4. COUNSELED DUE TO REMANDS	0	0

D. COUNSELING THAT DID NOT RESULT IN FILING OF COMPLAINT		
	COUNSELINGS	INDIVIDUALS
<b>TOTAL</b>	38	38
1. EEO COUNSELOR	38	38
2. ADR INTAKE OFFICER	0	0

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

F. NON-ADR SETTLEMENTS WITH NON-MONETARY BENEFITS		
	COUNSELINGS	INDIVIDUALS
<b>TOTAL</b>	0	0
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 REMOVALS RESCINDED AND VOLUNTARY RESIGNATIONS	0	0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	0	0
12.		

G. ADR SETTLEMENTS WITH MONETARY BENEFITS			
	COUNSELINGS	INDIVIDUALS	AMOUNT
<b>TOTAL</b>	0	0	\$ 0.00
1. COMPENSATORY DAMAGES	0	0	\$ 0.00
2. BACKPAY/FRONTPAY	0	0	\$ 0.00
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
<b>TOTAL</b>	0	0
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 REMOVALS RESCINDED AND VOLUNTARY RESIGNATIONS	0	0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. Leave Restored	0	0
11. Re-do Evaluation	0	0
12. ALL OTHER (See comments)	0	0

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**REPORTING PERIOD:** FY 2003

<b>PART II FORMAL COMPLAINT ACTIVITIES</b>	
110	A. COMPLAINTS ON HAND AT THE BEGINNING OF THE REPORTING PERIOD
49	B. COMPLAINTS FILED
0	C. REMANDS
159	D. TOTAL COMPLAINTS (sum of lines A+B+C)
159	E. COMPLAINTS IN LINE D THAT WERE <b>NOT</b> CONSOLIDATED
58	F. COMPLAINTS IN LINE E CLOSED DURING REPORT PERIOD
0	G. COMPLAINTS IN LINE D THAT <b>WERE</b> CONSOLIDATED
0	H. COMPLAINTS IN LINE G CLOSED DURING REPORT PERIOD
101	I. COMPLAINTS ON HAND AT THE END OF THE REPORTING PERIOD (Line D - (sum of Lines F+H))
49	J. INDIVIDUALS FILING COMPLAINTS
0	K. NUMBER OF JOINT PROCESSING UNITS FROM CONSOLIDATION OF COMPLAINTS

<b>PART III AGENCY RESOURCES, TRAINING, REPORTING LINE</b>		
<b>A. AGENCY RESOURCES</b>		
	NUMBER	PERCENT
<b>1. WORK FORCE</b>		
a. TOTAL WORK FORCE	9072	
b. PERMANENT EMPLOYEES	8227	
<b>2. COUNSELOR</b>		
a. FULL-TIME	1	1.61
b. PART-TIME	0	0.00
c. COLLATERAL DUTY	61	98.39
<b>3. INVESTIGATOR</b>		
a. FULL-TIME	0	0.00
b. PART-TIME	0	0.00
c. COLLATERAL DUTY	0	0.00
<b>4. COUNSELOR/INVESTIGATOR</b>		
a. FULL-TIME	0	0.00
b. PART-TIME	0	0.00
c. COLLATERAL DUTY	0	0.00

<b>B. STAFF TRAINING</b>						
	COUNSELORS		INVESTIGATORS		COUNS/INVESTIG	
	AGENCY	CONTRACT	AGENCY	CONTRACT	AGENCY	CONTRACT
1. NEW STAFF - TOTAL	26	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	21	0	0	0	0	0
c. STAFF RECEIVING NO TRAINING AT ALL	3	0	0	0	0	0
2. EXPERIENCED STAFF - TOTAL	62	0	0	0	0	0
a. STAFF RECEIVING REQUIRED 8 OR MORE HOURS	48	0	0	0	0	0
b. STAFF RECEIVING 32 OR MORE HOURS, GENERALLY GIVEN TO NEW STAFF	2	0	0	0	0	0
c. STAFF RECEIVING NO TRAINING AT ALL	12	0	0	0	0	0

<b>C. REPORTING LINE</b>		
1. DOES THE EEO DIRECTOR REPORT TO THE AGENCY HEAD?	YES	NO
		X
2. IF NO, WHO DOES THE EEO DIRECTOR REPORT TO?		
PERSON: Retha M. Fulmore		
TITLE: Acting Exec.Asst. for EEO & EAP		

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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	2	0	0	0	0	1	0	0	0			0	0	2	5	3	3	
B. ASSIGNMENT OF DUTIES	0	0	2	0	1	0	4	0	1	0	0			1	0	0	9	4	4	
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	2	0	1	0	2	0	1	0	0			1	0	0	7	3	3	
1. DEMOTION	0	0	1	0	0	0	0	0	1	0	0			0	0	0	2	1	1	
2. REPRIMAND	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	0	
3. SUSPENSION	0	0	1	0	1	0	1	0	0	0	0			0	0	0	3	1	1	
4. REMOVAL	0	0	0	0	0	0	1	0	0	0	0			1	0	0	2	1	1	
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	3	0	1	1	4	0	0	1	0			2	0	1	13	6	6	
H. EXAMINATION/TEST	0	0	0	0	0	0	0	0	1	0	0			0	0	0	1	1	1	
I. HARASSMENT	0	0	2	2	1	1	7	1	3	2	0			1	0	2	22	11	11	
1. NON-SEXUAL	0	0	2	2	1	1	6	1	2	2	0			1	0	2	20	10	10	
2. SEXUAL							1	0	1								2	1	1	
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	5	0	0	0	5	2	6	3	0			3	0	1	25	14	10	
M. REASSIGNMENT	0	0	3	0	0	0	4	0	2	1	0			4	0	1	15	6	6	
1. DENIED	0	0	0	0	0	0	1	0	0	0	0			1	0	1	3	1	1	
2. DIRECTED	0	0	3	0	0	0	3	0	2	1	0			3	0	0	12	5	5	
N. REASONABLE ACCOMMODATION						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	1	1	0	0	0	0	1	0	0			0	0	2	5	4	4	
R. TERMS/CONDITIONS OF EMPLOYMENT	0	0	3	1	0	0	6	1	0	3	0			3	0	1	18	10	10	
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	0	0	0	0	0	0	0	0	0			0	0	0	0	0	0	
U. OTHER (Please specify below)																				
1A/OIG Investigation	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	0	
2Disparate Treatment	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0	0	0	
3EAP 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	23	4	4	2	32	5	15	10	0	0	0	15	0	10				
TOTAL COMPLAINTS FILED BY BASES	0	0	16	3	1	1	21	4	13	6	0	0	0	9	0	10				
TOTAL COMPLAINANTS BY BASES	0	0	16	3	1	1	19	4	10	5	0	0	0	8	0	9				

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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.)

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

**B. TOTAL BY STATUTES**

94 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
<b>A. TOTAL NUMBER OF CLOSURES</b> (1+2+3)	58	42150	726.72
1. WITHDRAWALS	7	2835	405.00
2. SETTLEMENTS	7	4240	605.71
3. FINAL AGENCY DECISIONS (B+C)	44	35075	797.16
<b>B. FINAL AGENCY DECISIONS <i>WITHOUT</i> AN ADMINISTRATIVE JUDGE DECISION</b> (1+2+3)	39	29914	
1. FINDING DISCRIMINATION	3	3283	1094.33
2. FINDING NO DISCRIMINATION	20	18380	919.00
3. DISMISSAL OF COMPLAINTS	16	8251	515.69
<b>C. FINAL AGENCY ACTIONS <i>WITH</i> AN ADMINISTRATIVE JUDGE (AJ) DECISION</b> (1+2+3)	5	5161	
1. AJ DECISION FULLY IMPLEMENTED (a+b)	5	5161	
(a) FINDING DISCRIMINATION	1	1218	1218.00
(b) FINDING NO DISCRIMINATION	4	3943	985.75
2. AJ DECISION NOT FULLY IMPLEMENTED (a+b)	0	0	
(a) FINDING DISCRIMINATION (i+ii+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	11	
B. CLOSURES WITH MONETARY BENEFITS	4	\$ 133940.15
1. BACK PAY/FRONT PAY	2	\$ 85093.75
2. LUMP SUM PAYMENT	2	\$ 48846.40
C. CLOSURES WITH NON-MONETARY BENEFITS	1	
D. CLOSURES WITH COMPENSATORY DAMAGES	4	\$ 120150.00
E. CLOSURES WITH ATTORNEY'S FEES AND COSTS	5	\$ 110015.50
F. TYPES OF CORRECTIVE ACTION	NUMBER WITH MONETARY BENEFITS	NUMBER WITH NON-MONETARY BENEFITS
1. HIRE	2	0
a. RETROACTIVE	1	0
b. NON-RETROACTIVE	1	0
2. PROMOTION	0	0
a. RETROACTIVE	0	0
b. NON-RETROACTIVE	0	0
3. DISCIPLINARY ACTION	0	0
a. RESCINDED	0	0
b. MODIFIED	0	0
4. REINSTATEMENT	0	0
5. REASSIGNMENT	1	0
6. PERFORMANCE EVALUATION MODIFIED	0	0
7. PERSONNEL FILE PURGED OF ADVERSE MATERIAL	0	1
8. ACCOMMODATION	0	0
9. TRAINING/TUITION/ETC.	3	0
10. LEAVE RESTORED	1	0
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)	101	53050		
1. COMPLAINTS PENDING WRITTEN NOTIFICATION	0	0	0.00	0
2. COMPLAINTS PENDING IN INVESTIGATION	33	5005	151.67	312
3. COMPLAINTS PENDING IN HEARINGS	53	39741	749.83	2119
4. COMPLAINTS PENDING A FINAL AGENCY DECISION	15	8304	553.60	1091

**PART IX SUMMARY OF INVESTIGATIONS COMPLETED**

		TOTAL	TOTAL DAYS	AVERAGE DAYS
A. INVESTIGATIONS COMPLETED DURING REPORTING PERIOD	(1+3)	36	8276	
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)	36	8276	229.89
a. INVESTIGATIONS COMPLETED IN 180 DAYS OR LESS		10	1600	160.00
b. INVESTIGATIONS COMPLETED IN 181 - 360 DAYS		25	6263	250.52
c. INVESTIGATIONS COMPLETED IN 361 OR MORE DAYS		1	413	413.00
4. COST OF CONTRACTOR INVESTIGATIONS		\$ 132440.20		

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**PART X SUMMARY OF ADR PROGRAM ACTIVITIES**

**INFORMAL PHASE (PRE-COMPLAINT)**

	COUNSELINGS	INDIVIDUALS	DAYS	AVERAGE DAYS
<b>A. ADR PENDING FROM PREVIOUS REPORTING PERIOD</b>	0	0	0	
<b>B. ADR ACTIONS FOR CURRENT REPORTING PERIOD</b>				
1. ADR OFFERED	87	87		
2. REJECTED BY INDIVIDUAL	82	82		
3. REJECTED BY AGENCY	3	3		
4. TOTAL ACCEPTED INTO ADR	2	2		
<b>C. RESOURCES USED (1+2+3+4+5+6+7)</b>	2	2		
1. INHOUSE	2	2		
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.				
<b>D. ADR ATTEMPTS (1+2+3+4+5+6+7+8+9+10+11+12)</b>	2	2	125	62.50
1. MEDIATION	2	2	125	62.50
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. 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.				
<b>E. STATUS OF CASES</b>	<b>COUNSELINGS</b>	<b>INDIVIDUALS</b>	<b>DAYS</b>	<b>AVERAGE DAYS</b>
1. TOTAL CLOSED (a+b+c+d+e+f)	2	2	125	62.50
a. SETTLEMENTS WITH BENEFITS (Monetary and Non-monetary)	0	0	0	0.00
b. NO FORMAL COMPLAINT FILED	0	0	0	0.00
c. NO RESOLUTION	2	2	125	62.50
d. NO ADR ATTEMPT	0	0	0	0.00
e. <b>Withdrawal</b>				
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
<b>A. ADR PENDING FROM PREVIOUS REPORTING PERIOD</b>	0	0		
<b>B. ADR ACTIONS FOR CURRENT REPORTING PERIOD</b>				
1. ADR OFFERED	1	1		
2. REJECTED BY COMPLAINANT	1	1		
3. REJECTED BY AGENCY	0	0		
4. TOTAL ACCEPTED INTO ADR	0	0		
<b>C. RESOURCES USED (1+2+3+4+5+6+7)</b>	0	0		
1. INHOUSE	0	0		
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.				
<b>D. ADR ATTEMPTS (1+2+3+4+5+6+7+8+9+10+11+12)</b>	0	0	0	0.00
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. 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.				
<b>E. STATUS OF CASES</b>	<b>COMPLAINTS</b>	<b>COMPLAINANTS</b>	<b>DAYS</b>	<b>AVERAGE DAYS</b>
1. TOTAL CLOSED (a+b+c+d+e+f)	0	0	0	0.00
a. SETTLEMENTS WITH BENEFITS (Monetary and Non-monetary)	0	0	0	0.00
b. WITHDRAWAL FROM EEO PROCESS	0	0	0	0.00
c. NO RESOLUTION	0	0	0	0.00
d.				
e.				
f.				
2. OPEN INVENTORY - ADR PENDING	0	0	0	0.00
<b>F. BENEFITS RECEIVED</b>	<b>COMPLAINTS</b>	<b>COMPLAINANTS</b>	<b>AMOUNT</b>	
1. MONETARY (INSERT TOTAL)	0	0	\$ 0.00	
a. COMPENSATORY DAMAGES	0	0	\$ 0.00	
b. BACKPAY/FROTPAY	0	0	\$ 0.00	
c. LUMP SUM	0	0	\$ 0.00	
d. ATTORNEY'S FEES AND COSTS	0	0	\$ 0.00	
e.			\$	
f.			\$	
g.			\$	
2. NON-MONETARY (INSERT TOTAL)	0	0		
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 VOLUNTARY RESIGNATIONS	0	0		
g. REASONABLE ACCOMMODATIONS	0	0		
h. TRAINING	0	0		
i. APOLOGY	0	0		
j. Dress Code	0	0		
k.				
l.				



**ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY  
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS**

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

**AGENCY OR DEPARTMENT:** Drug Enforcement Administration      **REPORTING PERIOD: FY** 2003

**PART XII SUMMARY OF ADR PROGRAM ACTIVITIES**

**TRAINING AND RESOURCES**

		NUMBER	TRAINED
<b>A. BASIC ADR ORIENTATION TRAINING</b>			
1.	MANAGERS	2658	162
2.	EMPLOYEES	6414	508
		NUMBER	
<b>B. EMPLOYEES THAT CAN PARTICIPATE IN ADR</b>		9072	
		NUMBER	
<b>C. IN HOUSE STAFF RESOURCES AVAILABLE FOR ADR</b>		28	
1.	FULL TIME	28	
2.	PART TIME	0	
3.	COLLATERAL DUTY	0	
		AMOUNT	
<b>D. ADR FUNDING SPENT</b>		\$ 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: Leonardine Coffman, EEO Manager

SIGNATURE OF PREPARER:

DATE: 11/6/2003      TELEPHONE NUMBER: 202-307-3626      E-MAIL: lcoffman@leo.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 3

21 new staff were sent to EEOC for New Counselor training the week of September 15, 2003; however, they were unable to complete the 32-hour course due to the Federal Government being shut down due to Hurricane Isabel in the Washington, D.C. area. They only received 16 hours of training.

### Part 6

More complaints were closed this Fiscal Year

More Final Agency Decisions were issued this Fiscal Year

More Final Agency Decisions were issued this Fiscal Year with an AJ Decision

### Part 7

More complaints were closed with corrective action this Fiscal Year

One complaint was closed this Fiscal Year with no monetary benefits.

### Part 8

There were no complaints pending written notification this Fiscal Year.

There were no complaints pending written notification this Fiscal Year.

Several complaints were amended during the investigative stage.