

Annual Report Dashboard Brief Instruction Guide

The Annual Report Dashboard (ARD) reports agency-level federal sector complaint data. The ARD complements OFO's complaints tables, also known as the B-Tables found at <https://www.eeoc.gov/federal-sector/reports>. The dashboard is updated following the collection of the *Annual Federal Equal Employment Opportunity Statistical Report of Discrimination Complaints* (Form 462).

The Annual Report Dashboard allows the user to view key complaint statistics for all Form 462 agencies. Currently, the dashboard consists of the following topics:

- Investigations
- Counselings
- Closures and Costs
- ADR

Additional functionality and content will be added as we continue to develop this platform.

Navigating the Annual Report Dashboard

Step 1: Select your topic

Access the ARD at <https://www.eeoc.gov/federal-sector/reports>. After navigating to the agency pages, you will be met with the **Welcome to the Annual Report Agency Pages** splash screen. From here you can select from a variety of topics.



Step 2: Launch the selected dashboard

CTRL Click your topic to launch its dashboard.



Step 3: Select your agency to view the statistics

Select your agency using the “**Select Agency**” option.

As you cycle through the list of agencies, the data displayed on the page will change accordingly.



Currently, only one agency should be selected at a time. Functionality for selecting multiple and/or all agencies will be added in future updates.

Item List

Data Item	Definition
Agency	A list of Form 462 parent and/or sub-component data agencies
Agency Investigations	Total investigations completed by agency investigations.
Complaint Closures-APD	Average processing days for all complaints closed at an agency.
Contract Investigations	Total investigations completed by contract investigators.
Formal ADR Offer Rate-FY2019	The number of ADR offers made to individuals for formal complaints.
Formal ADR Techniques Used-FY2019	The various ADR techniques used by the agency for formal complaints.
Informal ADR Offer Rate-FY2019	The number of ADR offers made to individuals for pre-complaint counselings.
Informal ADR Techniques Used-FY2019	The various ADR techniques used by the agency for pre-complaint counselings.
Investigations-APD	Average Processing Days for completed agency and contract investigations.
Total Counselings	Total EEO counselings reported by an agency during the fiscal year.
Total Complaints	Total EEO complaints reported by an agency during the fiscal year.
Total Closures	Total complaints closed at an agency during the fiscal year.
Total Investigations	Total investigations completed at an agency.
Total Investigations Costs	Total cost of investigations completed by agency and contract investigators.
Total Monetary Benefits for Complaint Closures	Total monetary benefits awarded for complaints closed at an agency.
Total Workforce	Total permanent and seasonal employees at the agency.
Types of Complaint Closures	How a complaint is closed at an agency, whether settlement, finding, withdrawal, etc.