



**U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**  
**Office of Federal Operations**  
**P. O. Box 77960**  
**Washington, D.C. 20013**

MEMORANDUM

TO: Federal Agency EEO Directors

FROM: Dexter Brooks,  
Director, Federal Sector Programs

SUBJECT: FY 2011 Form 462 Report Changes

DATE: April 12, 2011

The following FY 2011 improvements are being made to the FY 2011 Form 462:

We will begin collecting data on both complaints filed and complaints closed during the reporting period that contain allegations of discrimination based on the Pregnancy Discrimination Act of 1978 (PDA). Data of filed complaints under the PDA will be collected in Part IV of the report. Data on closed complaints and settlements will be collected in Parts IVA and V.

There is no requirement to backtrack data collection to October 1, 2010. Data collection should begin as soon as possible this month, such that the FY 2011 report will contain 6 months worth of complaints data. Please be sure that the PDA is added to all informal/pre-complaint forms and formal/complaint forms that the agency currently utilizes, as well as to your current complaint tracking systems.

We are adding a "Pending" category in Part VIII to account for the period of time from when the complainant is issued an acknowledgement letter to the day the agency decides to accept the complaint, before an investigation begins or a dismissal FAD written. It will be labeled "Complaints Pending a Decision to Accept," and will require the same number and days information as the other "Pending" categories.

We will be moving the 462 application maintenance/support internal to EEOC. This may allow for some label and formatting changes to the report for clarification purposes. We expect the move to give us greater flexibility with the application and that there will be positive outcomes for our Users.