



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

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CIVIL RIGHTS DIRECTIVE 2012-02

To: Bureau and Office Equal Opportunity Officers

From: Sharon D. Eller   
Director, Office of Civil Rights

Subject: Schedule for Regular and Recurring EEO Reports

Each year, we are required to submit a number of different reports on our Equal Opportunity and Civil Rights Programs to various agencies; i.e., Equal Employment Opportunity Commission, Department of Justice, Office of Personnel Management, Health and Human Services, Department of Education, etc. The reports are usually due on the same dates each year, although agencies sometimes change the dates. The requesting agencies do not submit a formal request for the reports on scheduled dates; therefore, frequently there is short turnaround time from the date of their request to the due date. Bureaus should proceed with completing their reports according to the attached schedule. OCR will not send reminders regarding the due dates for these reports, unless that date is changed. We will, of course, advise you if the regulatory agency issues any new guidance or changes the requirements regarding these reports.

We have copied in your Bureau Directors, so that they are aware of these reporting requirements and the time lines. Please share this information with those in your Bureau responsible for preparing the reports identified in the attachment. To be in compliance, it is important that the Department submit these required reports to the responsible regulatory agencies in a timely manner. Therefore, it is imperative that Bureaus submit each report on the designated due dates to allow this office sufficient time to review and put through the clearance process. In addition, there are a few internal reports that are required on a regular basis that have been identified on the list as well. Your cooperation in meeting all the due dates is appreciated.

This Directive rescinds Civil Rights Directive 2008-02 regarding the schedule for regular and recurring reports.

Attachment

Cc: Bureau & Office Heads

Distribution: All Bureau/Office Equal Opportunity Officers

Inquiries: Deputy Director, Office of Civil Rights, (202) 208-5693

Expiration: When superseded.

## REGULAR REPORTS REQUIRED BY THE DEPARTMENTAL OFFICE OF CIVIL RIGHTS

Name of Report	Requesting Agency	Authority	Due to OCR From Bureaus	Due to Requesting Agency
<b>EXTERNAL REPORTS</b>				
Annual EEO Program Plan and Report under Title VII and the Rehabilitation Act (MD-715)	EEOC	Section 717, Title VII Civil Rights Act of 1964, as amended; 42 USC 2002e-16, Reorganization Plan No. 1 of 1978, EO 11748, Section 501 of the Rehabilitation Act of 1973, as amended, 29 CFR 1614; and EEOC's Guidance at MD-715	December 15	January 31
Annual Report to the President on Hispanic Employment	OPM	E.O. 13171	October 20	November 25
Annual Statistical Report of Discrimination Complaints (EEOC Form 462) from iComplaints and <u>Cumulative</u> Quarterly Statistical Reports, using EEOC's Form 462 format from iComplaints	EEOC (Annual) OCR (Quarterly)	42 USC 2000e-16, 29 CFR 1614.103(b) and (c); 1614.602; MD-110; EOD-2002-01 and 2002-18 (10/15 report is the annual Form 462)	October 5 January 15 April 15 July 15	October 31 Certified Rpt
Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 (No Fear Act). <u>Cumulative</u> Quarterly Reports.	EEOC, OPM, DOJ	Title III of the Act, Public Law 107-174, 29 CFR 1614, Subpart G.	January 15 April 15 July 15 October 15	Postings January 30 April 30 July 30 October 30
Website year-end data for each of the five preceding fiscal years.			January 15	February 1
Annual Report to Congress on the Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 (No Fear Act).	Congressional Committees, OPM, EEOC, DOJ	Title II of the Act, Public Law 107-174, 29 CFR 1614, Subpart G.	N/A	March 31
Age Discrimination Report-DOJ actions to enforce the nondiscrimination provisions of the Age Discrimination Act of 1975	HHS, Office of Civil Rights	Section 308(a) of Act, codified at 43 CFR 17, Subpart C.	November 30	December 31
Developments in Aging Reports (Bi-Annually)	Congress (Senate)	Special Committee on Aging	October 15	November 1

Federally Assisted Programs Workload and Performance Report- Includes sections on Title VI, IX and related statutes (Coordination and Review Section) and Section 504, 508 and Title II of the ADA (to Disability Rights Section)	DOJ- Civil Rights Division	E.O. 12250	December 15	January 31
Equal Opportunity in Federally Conducted Education and Training Program (Annual through 2004, then Tri-Annually)	DOJ- Civil Rights Division	E.O. 13160	February 15	March 31
Annual Agency Plan to Assist Historically Black Colleges and Universities (HBCUs) & Tribal Colleges and Universities (TCU's).	Department of Education, Office of the White House Initiative- HBCU & TCU	E.O. 13532; E.O. 13270	TBD	TBD
Annual Agency Report on Actions to Assist Historically Black Colleges and Universities & Tribal Colleges and Universities	Department of Education, Office of the White House Initiative- HBCU & TCU	E.O. 13532; E.O. 13270	February 1	March 16
Annual Federal Place on Actions to Assist Asian Americans and Pacific Islanders	Department of Commerce, Office of the White House Initiative on Asian Americans and Pacific Islanders	E.O. 13515	TBD	September 15
Annual Report on Reasonable Accommodation for Individuals with Disabilities	EEOC	E.O. 13164 373 DM 15	February 15	TBD

Revised 11/07/11