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Equal Employment Opportunity Commission

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**Office of Information Technology (OIT)**

# **IMS Private Codes**

Codes and descriptions which are gray are “obsolete”. Users may no longer enter or select that code when creating and updating records, however, these codes may still be found on records created prior to the code becoming obsolete.

**Statutes**

T	Title VII	Discrimination based on race, color, religion, national origin, or sex.
A	ADEA	Discrimination based on age.
E	EPA	Discrimination based on gender regarding pay for equal work in the same workplace.
D	ADA	Discrimination based on a disability or perceived disability. Requires reasonable accommodation for a person with a disability.
G	GINA	Discrimination based on genetic information including an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder or condition of an individual's family members.

(All statutes also include coverage for retaliation for complaining about discrimination, filing a charge of discrimination, or participating in an employment discrimination investigation or lawsuit.)

**Basis Codes**

AA	Religion-7th Day Adventist	LD	Lifting/Reaching
AC	Religion-Catholic	LE	Manual Tasks
AJ	Religion-Jewish	LF	Seeing
AM	Religion-Muslim	LG	Self Care
AO	Religion-Other	LH	Sitting
AP	Religion-Protestant	LI	Speaking
AS	Religion-Sikhs	LJ	Walking/Standing
FA	Age (Non-Adea)	LK	Working
FB	Ancestry	LL	Other
FC	Arrest Record	NA	National Origin-Arab, Afghani, Mid-Eastern
FD	Conviction Record	NE	National Origin-East Indian
FE	Culture	NH	National Origin-Hispanic
FF	Abortion	NM	National Origin-Mexican
FG	Familial Status	NO	National Origin-Other
FH	Genetic Tests	OA	Age
FJ	Marital Status	OC	Color
FK	Military Status	OH	Handicap (Not ADA)
FL	Occupation	OO	Other
FM	Parental Status	OR	Retaliation
FN	Guide Dog/Support Animal	PF	Equal Pay-Female
FO	G.E.D. Grad. Equiv. Degree	PM	Equal Pay-Male
FP	Personal Appearance	RA	Race-Asian/Pacific Islander - Obsolete
FQ	Lack Of Jurisdiction	RB	Race-Black/African American
FR	Physical Appearance	RH	Race-Native Hawaiian/Pacific Islander
FS	Place Of Birth	RI	Race-American Indian/Alaska Native
FT	Political Belief	RM	Race-Bi-Racial/Multi-Racial
FV	Sexual Orientation	RO	Race-Other - Obsolete
FX	Source Of Income	RS	Race-Asian
FY	Speech Accent	RW	Race-White
FZ	Student Status	SA	Alcoholism
GF	Sex-Female	SB	Settlement Breach
GM	Sex-Male	SC	Alzheimer's
GO	Sex-Sexual Orientation	SD	Arthritis
GP	Sex-Pregnancy	SE	Asthma
GT	Sex-Gender Identity/Transgender	SF	Autism
LC	Learning	SG	Back Impairment

## IMS Private Codes

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SH	Blindness/Visual Impairment	U3	Disfigurement
SI	Blood Disorder	U4	Dwarfism
SJ	Brain Injury (Traumatic)	U5	Psychiatric Disorders
SK	Cancer	U6	Post-Traumatic Stress Disorder
SL	Cerebral Palsy	UA	Other Anxiety Disorder
SM	Cystic Fibrosis	UB	Depression
SN	Deafness/Hard Of Hearing	UC	Manic Depression (Bi-polar)
SO	Diabetes	UD	Schizophrenia
SP	Disfigurement	UE	Other Psychiatric Disorders
SQ	Down Syndrome	V1	Extremity Impairment
SR	Drug Addiction	VA	Missing Digits/Limbs
SS	Dwarfism	VB	Nonparalytic Orthopedic Impairment
ST	Epilepsy	W1	Gastrointestinal
SU	Gastrointestinal Impairment	W2	Hearing Impairment
SV	Heart Impairment	W3	Heart/Cardiovascular
SW	High Blood Pressure	W4	Kidney Impairment
SX	HIV	W5	Mental Retardation
SY	Incontinence	W6	Neurological Impairment
SZ	Kidney Impairment	WA	Autism
T1	Allergies	WB	Brain/Head Impairment
T2	Asthma	WC	Alzheimers
T3	Orthopedic/Structural Back Impairment	WD	Brain/Head Injury (Traumatic)
T4	Chemical Sensitivity	WE	Cerebral Palsy
T5	Blood Disorder	WF	Cumulative Trauma Disorder
T6	Genetic Testing (ADA Only)	WG	Epilepsy
T7	Genetic Information Discrimination (GINA Only)	WH	Learning Disability
TA	Learning Disabilities	WJ	Multiple Sclerosis
TB	Lung Impairment	WK	Paralysis
TC	Mental/Emotional Illness	WL	Other Neurological
TD	Mental Retardation	X1	Respiratory/Pulmonary
TE	Missing Digits/Limbs	XA	Cystic Fibrosis
TF	Multiple Sclerosis	XB	Tuberculosis
TG	Muscular Dystrophy	XC	Other Pulmo/Respiratory
TH	Neurological Impairment	Y1	Speech Impairment
TI	Paralysis Of Limbs	Y2	Substance Abuse
TJ	Speech Impairment	YA	Alcoholism
TK	Spinal Impairment	YB	Drug Addiction
TL	Tuberculosis	Z1	Vision Impairment
TM	Other Impairment	Z2	Other Disability
TN	HIV	Z3	Record Of Disability
TP	Blood (Other)	Z4	Regarded As Disabled
TZ	No Impairment	Z5	Relationship/Assn.
U1	Cancer	Z6	Genetic Discrimination (ADA Only)
U2	Diabetes	ZZ	Unassigned

### Issue Codes

A1	Advertising	C1	Constructive Discharge
A2	Apprenticeship	D1	Demotion
A3	Assignment	D2	Discharge
B1	Benefits	D3	Discipline
B2	Benefits-Retirement/Pension	E1	Exclusion
B3	Benefits-Insurance	F1	Filing EEO Forms
B4	Waivers	H1	Harassment
B5	Severance Pay Denied	H2	Hiring
B6	Early Retirement Incentive	I1	Intimidation

J1	Job Classification	R5	Retirement-Involuntary
L1	Layoff	R6	Reasonable Accommodation
L2	English Language Only Rule	R7	Recordkeeping Violation
L3	Other Language/Accent Issue	S1	Segregated Facilities
M1	Maternity	S2	Segregated Locals
O1	Other	S3	Seniority
P1	Paternity	S4	Sexual Harassment
P3	Promotion	S5	Suspension
P4	Prohibited Medical Inquiry/Exam	T1	Tenure
P5	Posting Notices	T2	Terms/Conditions
P6	Breach of Confidentiality	T3	Testing
Q1	Qualifications	T4	Training
R1	Recall	U1	Union Representation
R2	References Unfavorable	W1	Wages
R3	Referral	ZZ	Unassigned
R4	Reinstatement		

**Action Codes And Attributes**

Each action may have up to six different attributes so some actions have no attributes at all and some have any number between one and six. Below is the description of each attribute value for each action.

A0	Transfer To	1	Rcv. Function Code
	1 Destination Ofc Code	2	Receiving Unit Number
	2 Reason For Xfer Code	3	Transfer Reason Code
	3 Machine Serial Number		
A1	Transfer Accepted	B6	Assign Processing Category
	1 Sending Office Code	1	Category
	2 Reason For Xfer Code	2	LEP Issue/Sub Category
	3 Machine Serial Number	3	NEP Issue
A3	Charge Consol. W/ Lead Charge	B7	Projected Completion
	1 Lead Charge No	1	Projected Date
A4	Removed From Consol. Case	B9	SOL Waiver Authorized
A5	To District Office For Review	1	Court/Respondent
A6	District Office Rejects Closure	BA	Re-Opened
A7	Case File Received	1	Reopen Reason
	1 Sending Office Code	2	Reopen Authority
A8	Case Opened	C0	EPA Subpoena Sent To HQ
A9	Assign FEPA Chg Number	1	HQ Office Code
	1 New FEPA Chg No.	C1	HQ Acts On EPA Subpoena
	2 Old FEPA Chg No.	1	HQ Office Code
AB	Formalize Charge	C2	Subpoena Issued
B1	Re-Opened	C3	Subpoena Petition Received
	1 Date	C4	Subpoena Petition Denied
	2 Statute Code	C5	Subpoena Appealed To HQ
	3 Authority Code	C6	Subpoena Appeal Denied
B2	EEOC Auto-Xfers FEPA Chg	C7	Subpoena Satisfied
	1 "Other" Office Code	C8	Subpoena Modified
	2 Machine Serial Number	C9	Subpoena Revoked
B3	FEPA Processing EEOC Chg	D1	Charge Placed In Suspense
	1 "Other" Office Code	1	HQ Office Code
		3	Good Cause Flag
B4	Send To	D2	Charge Removed From Suspense
		1	HQ Office Code

## IMS Private Codes

D3	Special Handling		1	Type Of Mediator
D4	Cancel Special Handling		2	Lead Mediator
D5	Hold - Pending Litigation			
D6	Cancel Litigation Hold	J7		Failed Mediation Effort
D7	Sent To HQ Guidance Division		1	Reason Failed Mediation
D8	Returned By HQ Guidance	J8		Mediation Offer To Charging Party
D9	FEPA Charge In Suspense		1	Mediation Offer Response
	1 Lit/Hearings		2	Represented By Counsel?
			3	Reason For Refusal
G0	Section 83 Request Received from			
	1 Received From	J9		Mediation Offer To Respondent
	2 Timely or Untimely		1	Mediation Offer Response
	3 Sequence		2	Represented By Counsel?
			3	Reason For Refusal
G1	Assigned To Staff			
	1 Staff Name	M1		Withdrawal With Benefits
	2 Assignment Reason	M2		Settlement With Benefits
G2	Submit Investigative Plan	M3		No Cause Finding Issued
G3	RFI Sent To Respondent	M4		Successful Conciliation
G4	CP Contact/Interview	M5		Conciliation Failure
G5	Respondent Contact/Interview	M6		Hearings Discrimination Finding
G6	Witness Contact/Interview	M7		FEPA Conciliation Failure - Not Closed
G7	RFI Response Received	N1		Sanction Dismissal
G8	Pos. Statement Requested	N2		NRTS Issued At CP Request
G9	Position Statement Received	N3		Section 1614.107 Dismissal
H1	Fact Finding Conf. Held		1	Grounds For Dismissal
H2	On-Site Conducted			
	1 Attorney	N4		Hearings Decision - Record
	2 Staff	N5		Hearings Decision - Written
	3 Staff	N6		Hearings Decision - Bench
		N7		Certified Mail Issued
			1	Certified Mail No.
H3	Final Determination Counseling			
H4	Investigative Memo Approved	N8		Appeal Pd. Expired Or Not-Applicable
H5	Case Mgt. Plan Approved		1	Date Or N/A
H6	Designated Class			
	1 Date Designated	Q1		To Legal For Litigation Review
	2 Lead Charge Number	Q2		Assigned For Compliance Review
			1	Staff Name
			2	Due Date
H7	Deselected Class			
	1 Date Deselected	Q3		Compliance Found Or Obtained
I2	Attorney Assigned	Q4		Non-Compliance - Sent To Legal
	1 Attorney Name	Q5		To Justice Dept For Lit. Review
I3	Attorney Unassigned	Q6		Compliance Review Ended
J0	NRTS Issued - No Closure	S0		CP Filed Private Suit
	1 Non-Closure Reason	S1		Filing - Direct Suit
		S2		Consent Decree Entered
J1	Cause Finding Issued	S3		Case Dismissed
	1 Prop. Equitable Relief	S4		Favorable Summary Judgment
	2 Prop. Punitive Relief	S5		Unfavorable Summary Judgment
	3 Prop. Compensatory Relief J1	S6		Filing - Enforce Agreement
J2	Conciliation Proposal Sent To Respondent	S7		Agreement Enforced
J3	Conciliation Conference Held	S8		Agreement Enforcement Denied
J4	Date Mediation Held	S9		Transaction Comment
	1 Type Of Conference Held	T1		Trial Held
		T2		Favorable Final Judgment
J5	Identified For Mediation	T3		Unfavorable Final Judgment
J6	Type Of Mediator Specified	T4		End Of Consent Decree

## IMS Private Codes

T5	Case Settled By Legal Unit	XA	Inquiry Closed
T6	Closed Case Resolved By Legal	1	Closure Reason
U1	Filing - Appellate	2	Agency Referred To
	1 Court Docket Number		
U2	Favorable Appellate Decision	XX	Unknown CDS Closure
U3	Unfavorable Appellate Decision	Y1	No Jurisdiction
V1	Filing - Certiorari Petition	Y2	CP Withdrawal - No Ben.
	1 Court Docket Number	Y3	Hearing Class Accepted
V2	Certiorari Granted	Y4	Hearing Class Rejected
V3	Supreme Court Decision Favorable	Y5	Remand/Mixed Case
V4	Supreme Court Decision Unfavorable	Y6	Remand/Reinvestigation
V5	Open Charge Closed By Legal Activity	Y7	Remand/Other
V6	Certiorari Filed & Denied	Y8	Remand - Failure To Prosecute
V8	Payment Authorized For Mediation	Y9	Payment Denied For Mediation
	1 Contract Year (YYYY)	Z0	NRTS Mailed
	2 Contractor Name	1	Date Of Mailing
V9	Payment Denied For Mediation	Z1	Certified Receipt For NRTS
	1 Contract Year (YYYY)	1	Signature Date
	2 Contractor Name	2	First Name, Middle Init.
	3 Reason For Denial	3	Last Name
W0	Request For Review Withdrawn	Z2	Certified Mail Undeliverable
W1	CP Appeals No Cause	Z3	Charge Un-Deleted
W2	Appeal Rejected	Z4	Charge Deleted
W3	Case Selected For Review By HQ	1	Reason (Duplicate Or Error)
W4	File Sent For HQ Review	2	Duplicate Chg# (D Only)
W5	File Returned By HQ	Z5	File Destroyed Or Retired
		1	Retired, Destroyed
		2	Destruction Date
W6	Determination Upheld	Z6	Section 83 Request Satisfied for
W7	Determination Reversed	1	Completed For
W8	File Remanded By HQ	2	Timely or Untimely
W9	Remanded File Returned To HQ	3	Fees Collected
X1	CP Filed Suit	4	Amount of Fees Collected
X2	Administrative Closure	5	Sequence
X3	Respondent Bankruptcy	Z7	Fed. Ref. File Returned - Complete
X4	Failure To Locate Charging Party	Z8	File Returned By DOJ
X5	CP Failed To Respond To 30-Day Letter	Z9	Staff Time Deduction
X6	CP Failed To Cooperate	1	Number Of Days
X7	Closed Due To Court Decision		
X8	CP Refused Full Relief		
X9	ADEA Sect. 7(D) Closure		

### Contract Credit Codes

E0	Final Action Received	3	Closure Code
	1 Credit Type	4	Lit/Hearings
	2 Review Type	E3	Final Action Rejected-Return
E1	FEPA Final Action Accepted	3	Closure Code
	1 Credit Type	4	Lit/Hearings
	2 Review Type	E4	Finding Rejected-No Rework
	3 Closure Code	3	Closure Code
	4 Lit/Hearings	4	Lit/Hearings
E2	FEPA Final Action Ineligible For Review	E5	Credit Granted Other
	2 Reason		

## IMS Private Codes

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	1	Credit Type		4	Lit/Hearings
	2	Review Type			
	3	Closure Code	F1		Final Action Accepted (FEPA)
	4	Lit/Hearings		1	Credit Type
E6		Substantial Weight Review Requested by CP		2	Review Type
	2	Timely/Untimely		3	Closure Code
	4	Lit/Hearings		4	Lit/Hearings
			F2		Public Hearing Scheduled
E7		Substantial Weight Review Requested By RSP	F3		Public Hear. Resolv.
	2	Timely/Untimely		2	For Or Against
	4	Lit/Hearings			
			F5		EEOC Accepts Charge Taken By A FEPA On
E8		FEPA Appeal Of EEOC Rejection Received			Behalf Of EEOC
	3	Closure Code	F6		FEPA Case Filed In Court
	4	Lit/Hearings	F7		FEPA Final Action Accepted; No Credit
				3	Closure Code
E9		Final Decision On FEPA Appeal		4	Lit/Hearings
	3	Closure Code			
	4	Lit/Hearings	F8		FEPA Hearing Order Accepted
F0		FEPA Final Action Submitted To EEOC		1	Credit Type
	1	Review Type		2	Review Type
	2	Credit Type		3	Closure Code

### Processing Types

1	After-Acquired Evidence	L	Limited Commissioner
2	Association	M	Hearing - Merits
3	BFOQ Defense	N	Citizenship
4	Election Of Ave. Of Redress	O	Other
5	Foreign Ownership/Operation	P	Proposed Federal Class
A	Class Complaint	Q	Confidential Complaint
C	Commissioner's Charge	R	ADEA Rights Restored (ADCAA)
D	Directed ADEA	S	Settled Prior To Hearing Request
E	Directed EPA	T	Tester Case
F	Federal Class	V	Headquarters Controlled
G	Fetal Reproductive Hazards	W	Workload Redistribution
H	Hearing - Procedural	X	Extraterritorial Violation
I	Special Processing	Y	Top 20 Charge
J	Potential Cause	Z	Muslim/Arab Backlash related to the events
K	Attached To Class Charge		of 9/11/01

**Benefit Codes**

<b>Monetary Benefits</b>		<b>TER?</b>	<b>Nonmonetary Benefits</b>		<b>TER</b>
101	Restored Pay	N	201	Policy Change	Y
102	New Hire	Y	202	Training/Apprenticeship	Y*
103	Promotion	Y	203	Religious Accommodation	Y
104	Fringe Benefits	N	204	Seniority	Y
105	Reinstatement/Recall	Y	205	Job Referral	Y
106	Other Monetary (Projected)	N	206	Union Membership	Y
107	Other Monetary (Actual)	N	207	Other Non-TER Benefit	N
108	Compensatory Damages	N	208	EEO Notices	N
109	Punitive Damages	N	209	Reasonable Accommodation	Y
110	Attorney's Fees	N	210	Procedural/Practice Change	Y
			211	External Monitoring	Y
			212	Other TER Benefit	Y

*\*Training/Apprenticeship (unlike other benefits) is not automatically TER – TER will need to be evaluated on a case-by-case basis for this benefit type.*

**Processing Categories**

SA	SA - Cause is likely and has Strategic Significance	C	C - Cause is unlikely
A	A - Cause is likely	A1	A1 - Potential Cause - District plans to litigate
A2	A2 - Cause is likely but litigation is unlikely	AY	AY - SELP - Strategic Enforcement and Litigation Program
B	B - Additional information is needed		