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VA Administration or VA Program office are required to complete this form for settlement concurrence over personnel cases valued above 5K. This standard form may be also be utilized to assist VA Administrations track settlements of all values.

1. DECISION SUSPENSE DATE	2. FACILITY/OFFICE
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3. EMPLOYEE(S)	4. GC LAWS # <i>(If applicable)</i>
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5. EMPLOYEE(S) POSITION(S) AND GRADE(S)	6. EMPLOYEE(S) SUPERVISOR
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7. CASE NUMBER(S)

8. ATTORNEY ASSIGNED	9. NAME OF JUDGE/ARBITRATOR/ETC.
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10. HUMAN RELATIONS/EMPLOYEE LABOR RELATIONS POINT OF CONTACT (POC)	11. NAME OF INITIATING SETTLEMENT OFFICIAL	12. TITLE OF INITIATING SETTLEMENT OFFICIAL
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13. TYPE OF CASE *(Select one)*

14. CASE ANALYSIS ATTACHED *(Attached by Administration)*

YES     NO

### CASE OVERVIEW

15. BRIEF DESCRIPTION *(Additional Space can be found on block 2)*

16. SETTLEMENT OFFICIAL	17. DATE
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18. IN CONSULTATION WITH VA ATTORNEYS (for litigation cases assigned to OGC) AND ER/LR SPECIALISTS, WHAT WOULD CONSTITUTE A MINIMUM SETTLEMENT?

<b>MONETARY ONE-TIME CASH PAYMENT</b> <i>(Include amounts to all that apply)</i>	<b>NON-MONETARY</b> <i>(Check all that apply)</i>
<p>a. COMPENSATORY DAMAGES _____</p> <p>b. LUMP SUM PAYMENT _____</p> <p>c. ATTORNEY FEES AND COSTS _____</p> <p>d. OTHER _____</p> <p>SPECIFY OTHER _____</p> <p style="text-align:right;"><b>SUBTOTAL</b> _____</p> <p style="text-align:center;"><b>OTHER TERMS WITH MONETARY VALUES</b> <i>(Include amounts to all that apply) (Future costs calculated based on XXXX)</i></p> <p>a. BACK PAY/FRONT PAY</p> <p style="padding-left:20px;">-HIRE (Retro Pay) _____</p> <p style="padding-left:20px;">-PROMOTION (Retro Pay) _____</p> <p style="padding-left:20px;">-STEP INCREASE (Retro Pay) _____</p> <p>b. LEAVE RESTORED/CONVERTED _____</p> <p>c. TRAINING (Cost Requires SF 182) _____</p> <p style="text-align:right;"><b>SUBTOTAL</b> _____</p> <p><b>MONETARY TOTAL</b> _____</p>	<p><input type="checkbox"/> a. ACCOMMODATIONS</p> <p><input type="checkbox"/> b. TRAINING (No SF 182 Required)</p> <p><input type="checkbox"/> c. APOLOGY</p> <p>d. DISCIPLINARY ACTIONS</p> <p style="padding-left:20px;"><input type="checkbox"/> MODIFIED</p> <p style="padding-left:20px;"><input type="checkbox"/> RESCINDED</p> <p><input type="checkbox"/> e. PERFORMANCE EVAL MODIFICATION</p> <p><input type="checkbox"/> f. NEUTRAL REFERENCE</p> <p><input type="checkbox"/> g. REMOVALS RESCINDED REINSTATEMENT</p> <p><input type="checkbox"/> h. VOLUNTARY RESIGNATION/ RETIREMENT</p> <p><input type="checkbox"/> i. REASSIGNMENT</p> <p><input type="checkbox"/> j. IMPROVED TERMS OF EMPLOYMENT <i>(i.e., work schedule change, supervisor reassignment, modified performance requirements, etc.)</i></p> <p><input type="checkbox"/> k. OTHER (Specify) _____</p>
<p>COMMENTS</p>	<p style="text-align:center;"><i>(Use Comments Section for more space)</i></p> <p><input type="checkbox"/> 1. LEAVE RESTORED</p> <p style="padding-left:20px;">TYPE _____ HRS _____</p> <p style="padding-left:20px;">HOURS _____</p> <p><input type="checkbox"/> 2. LEAVE RESTORED</p> <p style="padding-left:20px;">TYPE _____ HRS _____</p> <p style="padding-left:20px;">HOURS _____</p> <p><input type="checkbox"/> 3. LEAVE RESTORED</p> <p style="padding-left:20px;">TYPE _____ HRS _____</p> <p style="padding-left:20px;">HOURS _____</p>

19. WHAT IS THE PROPOSED SETTLEMENT AMOUNT YOU ARE REQUESTING (which will represent a maximum amount you are authorized to negotiate, understanding negotiations may result in a lower amount)

<b>MONETARY ONE-TIME CASH PAYMENT</b> <i>(Include amounts to all that apply)</i>	<b>NON-MONETARY</b> <i>(Check all that apply)</i>
<p>a. COMPENSATORY DAMAGES _____</p> <p>b. LUMP SUM PAYMENT _____</p> <p>c. ATTORNEY FEES AND COSTS _____</p> <p>d. OTHER _____</p> <p>SPECIFY OTHER _____</p> <p style="text-align:right;"><b>SUBTOTAL</b> _____</p> <p style="text-align:center;"><b>OTHER TERMS WITH MONETARY VALUES</b> <i>(Include amounts to all that apply) (Future costs calculated based on XXXX)</i></p> <p>a. BACK PAY/FRONT PAY</p> <p style="padding-left:20px;">-HIRE (Retro Pay) _____</p> <p style="padding-left:20px;">-PROMOTION (Retro Pay) _____</p> <p style="padding-left:20px;">-STEP INCREASE (Retro Pay) _____</p> <p>b. LEAVE RESTORED/CONVERTED _____</p> <p>c. TRAINING (Cost Requires SF 182) _____</p> <p style="text-align:right;"><b>SUBTOTAL</b> _____</p> <p><b>MONETARY TOTAL</b> _____</p>	<p><input type="checkbox"/> a. ACCOMMODATIONS</p> <p><input type="checkbox"/> b. TRAINING (No SF 182 Required)</p> <p><input type="checkbox"/> c. APOLOGY</p> <p>d. DISCIPLINARY ACTIONS</p> <p style="padding-left:20px;"><input type="checkbox"/> MODIFIED</p> <p style="padding-left:20px;"><input type="checkbox"/> RESCINDED</p> <p><input type="checkbox"/> e. PERFORMANCE EVAL MODIFICATION</p> <p><input type="checkbox"/> f. NEUTRAL REFERENCE</p> <p><input type="checkbox"/> g. REMOVALS RESCINDED REINSTATEMENT</p> <p><input type="checkbox"/> h. VOLUNTARY RESIGNATION/ RETIREMENT</p> <p><input type="checkbox"/> i. REASSIGNMENT</p> <p><input type="checkbox"/> j. IMPROVED TERMS OF EMPLOYMENT <i>(i.e., work schedule change, supervisor reassignment, modified performance requirements, etc.)</i></p> <p><input type="checkbox"/> k. OTHER (Specify) _____</p>
<p>COMMENTS</p>	<p style="text-align:center;"><i>(Use Comments Section for more space)</i></p> <p><input type="checkbox"/> 1. LEAVE RESTORED</p> <p style="padding-left:20px;">TYPE _____ HRS _____</p> <p style="padding-left:20px;">HOURS _____</p> <p><input type="checkbox"/> 2. LEAVE RESTORED</p> <p style="padding-left:20px;">TYPE _____ HRS _____</p> <p style="padding-left:20px;">HOURS _____</p> <p><input type="checkbox"/> 3. LEAVE RESTORED</p> <p style="padding-left:20px;">TYPE _____ HRS _____</p> <p style="padding-left:20px;">HOURS _____</p>

**OBTAIN THE CONCURRENCE OF THE SENIOR EXECUTIVE(S) IN YOUR CHAIN OF COMMAND AS APPLICABLE**

20a. FIRST LEVEL SES SUPERVISOR <input type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR	20b. COMMENTS 
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20c. SIGNATURE	20d. DATE
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21a. SECOND LEVEL SES SUPERVISOR <input type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR	21b. COMMENTS
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21c. SIGNATURE	21d. DATE
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22a. THIRD LEVEL SES SUPERVISOR <input type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR	22b. COMMENTS
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22c. SIGNATURE	22d. DATE
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23a. FOURTH LEVEL SES SUPERVISOR <input type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR	23b. COMMENTS
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23c. SIGNATURE	23d. DATE
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24. ALL EMPLOYEE DISPUTE SETTLEMENTS WHICH EXCEED \$5,000 MUST BE PRE-APPROVED BY THE PRINCIPAL DEPUTY AS OR HIGHER PRIOR TO THE COMMENCEMENT OF NEGOTIATION SETTLEMENT DISCUSSIONS. SEE THE PRE-APPROVAL SETTLEMENT SES CONCURRENCE AND APPROVAL AUTHORITY ATTACHMENT B FOR SIGNATURE AUTHORITIES.

DISAPPROVED. NO MONETARY SETTLEMENT IS AUTHORIZED  
 APPROVED AS REQUESTED  
 APPROVED WITH THE FOLLOWING COMMENTS/PARAMETERS



# PRE-APPROVAL SETTLEMENT SES CONCURRENCE AND APPROVAL AUTHORITY

IMPORTANT: SES officials signing concurrences and/or approvals must not be named as RMO.

Table 1: Use this table when SES in management chain is not named as RMO

SES Named as RMO	1st Level Concurrence	2nd Level Concurrence	Approval
No	SES Exec Dir	N/A	PDAS
No	ADAS	DAS	PDAS
No	DAS	N/A	PDAS

Table 2: Use this table when SES in management chain named as RMO

SES Named as RMO	1st Level Concurrence	2nd Level Concurrence	Approval
ADAS named as RMO	DAS	N/A	PDAS
Exec Dir/DAS named as RMO	PDAS	N/A	AS
PDAS named as RMO	N/A	N/A	AS

Table 3: NCA SES Concurrence and Approval

	Initiating Official	1st Level Concurrence	2nd Level Concurrence	Approval
Field	Settlement Official	District Director	Executive Director, Cemetery Operations	Principal Deputy Under Secretary for Memorial Affairs
Central Office <sup>1</sup>	Settlement Official	SES Supervisor	Deputy Under Secretary for Memorial Affairs	Under Secretary for Memorial Affairs

<sup>1</sup> Includes field processing units

Table 4: VHA SES Concurrence and Approval

	Initiating Official	1st Level Concurrence	2nd Level Concurrence	3rd Level Concurrence	Approval
Medical Center Director (For Field Only)	Settlement Official	Network Director	Deputy Under Secretary for Health for Operations Mgmt.	Principal Deputy Under Secretary for Health	Principal Deputy Under Secretary for Health
Field	Settlement Official	Network Director	Deputy Under Secretary for Health for Operations Mgmt.	Principal Deputy Under Secretary for Health	Principal Deputy Under Secretary for Health
Central Office <sup>1</sup>	Settlement Official	Program Chief Officer	Deputy Under Secretary for Health	Principal Deputy Under Secretary for Health	Principal Deputy Under Secretary for Health

Table 5: VBA SES Concurrence and Approval

	Initiating Official	1st Level Concurrence	2nd Level Concurrence	Approval
Field	Settlement Official	District Director	Deputy Under Secretary for Veterans Benefits for Field Operations	Under Secretary for Veterans Benefits
Central Office <sup>1</sup>	Settlement Official	Service/Office Director	Deputy Under Secretary for Veterans Benefits/Chief of Staff	Under Secretary for Veterans Benefits

Table 6: VACO SES Concurrence and Approval

	Initiating Official	1st Level Concurrence	2nd Level Concurrence	Approval
Field	Settlement Official	Deputy Assistant Secretary	N/A	Principal Deputy Assistant Secretary
Central Office <sup>1</sup>	Settlement Official	Principal Deputy Assistant Secretary	N/A	Assistant Secretary

Table 7: For Other Key Officials with VA SES Concurrence and Approval

	Initiating Official	1st Level Concurrence	2nd Level Concurrence	Approval
Central Office	Settlement Official	1st Level SES	2nd Level SES	Chairman/Executive Director (SES)