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# EMPLOYMENT DISPUTE SETTLEMENTS CONCURRENCE

This document is protected by attorney-client privilege and attorney pre-approved work product doctrine.

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 Admini			ient concurrence over pe	rsonnel cases valued above 5K. I his standard form may be
1. DECISION SUSPENSE DATE	2. FACILITY/OFFIC	E		
3. EMPLOYEE(S)	_1	4. GC LAWS # (If applicable)		
5 FMDLOVEE(O) BOOLEION(O) AND	00405(0)			a FMDLOVEF(0) QUIDEDVIDOD
5. EMPLOYEE(S) POSITION(S) AND	J GRADE(S)			6. EMPLOYEE(S) SUPERVISOR
7. CASE NUMBER(S)				
8. ATTORNEY ASSIGNED			9. NAME OF JUDGE/AF	RBITRATOR/ETC.
10. HUMAN RELATIONS/EMPLOYE	F LABOR	11. NAME OF INITIATING SET	TTI EMENT OFFICIAL	12. TITLE OF INITIATING SETTLEMENT OFFICIAL
RELATIONS POINT OF CONTAC				
13. TYPE OF CASE (Select one)				
14. CASE ANALYSIS ATTACHED (A	ttached by Administrati	ion)		
YES NO	•			
45 PRICE DESCRIPTION (A Disc.	I C I C I		VERVIEW	
15. BRIEF DESCRIPTION (Additional	i space can be jouna on	. Block 2		
16. SETTLEMENT OFFICIAL				17. DATE

8. IN CONSULTATION WITH VA ATTORNEYS (for litigation cases assigned to OGC) AND ER/LR SPECIALISTS, WHAT WOULD CONSTITUE A MINIMUM SETTLEMENT?				
MONETARY ONE-TIME CASH PAYMENT (Include amounts to all that apply)		NON-MONETARY (Check all that apply)		
a. COMPENSATORY DAMAGES	a. ACCOMMODATIONS	f. NEUTRAL REFERENCE		
b. LUMP SUM PAYMENT	b. TRAINING (No SF 182 Required)	g. REMOVALS RESCINDED REINSTATEMENT		
c. ATTORNEY FEES AND COSTS	c. APOLOGY	h. VOLUNTARY RESIGNATION/		
d. OTHER	d. DISCIPLINARY ACTIO			
SPECIFY OTHER	MODIFIED	j. IMPROVED TERMS OF EMPLOYMENT		
SUBTOTAL	RESCINDED	(i.e., work schedule change, supervisor reassignment, modified performance requirements, etc.)		
OTHER TERMS WITH MONETARY VALUES (Include amounts to all that apply) (Future costs calculated based on XXXX)  a. BACK PAY/FRONT PAY	e. PERORMANCE EVAL MODIFICATION	k. OTHER (SpecifY)		
-HIRE (Retro Pay)	(Use Co	mments Section for more space)		
-PROMOTION (Retro Pay)	1. LEAVE RESTORED	1. LEAVE CONVERSION		
-STEP INCREASE (Retro Pay)	TYPE	FROM TYPE HRS		
b. LEAVE RESTORED/CONVERTED	HOURS	TO TYPE HRS		
c. TRAINING (Cost Requires SF 182)	2. LEAVE RESTORED	2. LEAVE CONVERSION		
SUBTOTAL	TYPE	FROM TYPE HRS		
MONETARY TOTAL	HOURS	TO TYPE HRS		
COMMENTS	3. LEAVE RESTORED	3. LEAVE CONVERSION		
	TYPE	FROM TYPE HRS		
	HOURS	TO TYPE HRS		
19. WHAT IS THE PROPOSED SETTLEMENT AMOUNT YOU ARE REQUESTING may result in a lower amount)  MONETARY ONE-TIME CASH PAYMENT	(which will represent a maximum amount	NON-MONETARY		
may result in a lower amount)  MONETARY ONE-TIME CASH PAYMENT (Include amounts to all that apply)	(which will represent a maximum amount	NON-MONETARY (Check all that apply)		
MONETARY ONE-TIME CASH PAYMENT (Include amounts to all that apply)  a. COMPENSATORY DAMAGES	(which will represent a maximum amount	NON-MONETARY (Check all that apply)  f. NEUTRAL REFERENCE g. REMOVALS RESCINDED		
MONETARY ONE-TIME CASH PAYMENT (Include amounts to all that apply)  a. COMPENSATORY DAMAGES b. LUMP SUM PAYMENT	a. ACCOMMODATIONS b. TRAINING (No	NON-MONETARY (Check all that apply)  f. NEUTRAL REFERENCE g. REMOVALS RESCINDED REINSTATEMENT		
MONETARY ONE-TIME CASH PAYMENT (Include amounts to all that apply)  a. COMPENSATORY DAMAGES b. LUMP SUM PAYMENT c. ATTORNEY FEES AND COSTS	a. ACCOMMODATIONS	NON-MONETARY (Check all that apply)  f. NEUTRAL REFERENCE g. REMOVALS RESCINDED REINSTATEMENT h. VOLUNTARY RESIGNATION/ RETIREMENT		
may result in a lower amount)  MONETARY ONE-TIME CASH PAYMENT (Include amounts to all that apply)  a. COMPENSATORY DAMAGES b. LUMP SUM PAYMENT c. ATTORNEY FEES AND COSTS d. OTHER	a. ACCOMMODATIONS b. TRAINING (No SF 182 Required)	NON-MONETARY (Check all that apply)   f. NEUTRAL REFERENCE  g. REMOVALS RESCINDED  REINSTATEMENT  h. VOLUNTARY RESIGNATION/ RETIREMENT  i. REASSIGNMENT		
may result in a lower amount)  MONETARY ONE-TIME CASH PAYMENT (Include amounts to all that apply)  a. COMPENSATORY DAMAGES b. LUMP SUM PAYMENT c. ATTORNEY FEES AND COSTS d. OTHER SPECIFY OTHER	a. ACCOMMODATIONS b. TRAINING (No SF 182 Required) c. APOLOGY	NON-MONETARY (Check all that apply)   f. NEUTRAL REFERENCE  g. REMOVALS RESCINDED  REINSTATEMENT  h. VOLUNTARY RESIGNATION/  RETIREMENT  i. REASSIGNMENT  j. IMPROVED TERMS OF EMPLOYMENT  (i.e., work schedule change, supervisor		
MONETARY ONE-TIME CASH PAYMENT (Include amounts to all that apply)  a. COMPENSATORY DAMAGES b. LUMP SUM PAYMENT c. ATTORNEY FEES AND COSTS d. OTHER SPECIFY OTHER SUBTOTAL	a. ACCOMMODATIONS b. TRAINING (No SF 182 Required) c. APOLOGY d. DISCIPLINARY ACTIO MODIFIED RESCINDED	NON-MONETARY (Check all that apply)   f. NEUTRAL REFERENCE  g. REMOVALS RESCINDED  REINSTATEMENT  h. VOLUNTARY RESIGNATION/  RETIREMENT  i. REASSIGNMENT  j. IMPROVED TERMS OF EMPLOYMENT  (i.e., work schedule change, supervisor reassignment, modified performance requirements, etc.)		
MONETARY ONE-TIME CASH PAYMENT (Include amounts to all that apply)  a. COMPENSATORY DAMAGES b. LUMP SUM PAYMENT c. ATTORNEY FEES AND COSTS d. OTHER SPECIFY OTHER SUBTOTAL OTHER TERMS WITH MONETARY VALUES (Include amounts to all that apply) (Future costs calculated based on XXXX) a. BACK PAY/FRONT PAY	a. ACCOMMODATIONS b. TRAINING (No SF 182 Required) c. APOLOGY d. DISCIPLINARY ACTIO	NON-MONETARY (Check all that apply)  f. NEUTRAL REFERENCE  g. REMOVALS RESCINDED  REINSTATEMENT  h. VOLUNTARY RESIGNATION/  RETIREMENT  i. REASSIGNMENT  j. IMPROVED TERMS OF EMPLOYMENT  (i.e., work schedule change, supervisor reassignment, modified performance		
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MONETARY ONE-TIME CASH PAYMENT (Include amounts to all that apply)  a. COMPENSATORY DAMAGES b. LUMP SUM PAYMENT c. ATTORNEY FEES AND COSTS d. OTHER SPECIFY OTHER SUBTOTAL OTHER TERMS WITH MONETARY VALUES (Include amounts to all that apply) (Future costs calculated based on XXXX) a. BACK PAY/FRONT PAY -HIRE (Retro Pay) -PROMOTION (Retro Pay) -STEP INCREASE (Retro Pay)	a. ACCOMMODATIONS b. TRAINING (No SF 182 Required) c. APOLOGY d. DISCIPLINARY ACTIO MODIFIED RESCINDED e. PERORMANCE EVAL MODIFICATION  (Use Co	NON-MONETARY ((Check all that apply)   f. NEUTRAL REFERENCE  g. REMOVALS RESCINDED REINSTATEMENT  h. VOLUNTARY RESIGNATION/ RETIREMENT  i. REASSIGNMENT  j. IMPROVED TERMS OF EMPLOYMENT (i.e., work schedule change, supervisor reassignment, modified performance requirements, etc.)  k. OTHER (SpecifY)		
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MONETARY ONE-TIME CASH PAYMENT (Include amounts to all that apply)  a. COMPENSATORY DAMAGES b. LUMP SUM PAYMENT c. ATTORNEY FEES AND COSTS d. OTHER SPECIFY OTHER SUBTOTAL  OTHER TERMS WITH MONETARY VALUES (Include amounts to all that apply) (Future costs calculated based on XXXX) a. BACK PAY/FRONT PAY -HIRE (Retro Pay) -PROMOTION (Retro Pay) b. LEAVE RESTORED/CONVERTED c. TRAINING (Cost Requires SF 182)	a. ACCOMMODATIONS b. TRAINING (No SF 182 Required) c. APOLOGY d. DISCIPLINARY ACTIO MODIFIED RESCINDED e. PERORMANCE EVAL MODIFICATION  (Use Co	NON-MONETARY ((Check all that apply)   f. NEUTRAL REFERENCE  g. REMOVALS RESCINDED REINSTATEMENT  h. VOLUNTARY RESIGNATION/ RETIREMENT  i. REASSIGNMENT  j. IMPROVED TERMS OF EMPLOYMENT (i.e., work schedule change, supervisor reassignment, modified performance requirements, etc.)  k. OTHER (SpecifY)  mmments Section for more space)  1. LEAVE CONVERSION  FROM TYPE  HRS		
MONETARY ONE-TIME CASH PAYMENT (Include amounts to all that apply)  a. COMPENSATORY DAMAGES b. LUMP SUM PAYMENT c. ATTORNEY FEES AND COSTS d. OTHER  SPECIFY OTHER  SUBTOTAL  OTHER TERMS WITH MONETARY VALUES (Include amounts to all that apply) (Future costs calculated based on XXXX) a. BACK PAY/FRONT PAY -HIRE (Retro Pay) -PROMOTION (Retro Pay)  -STEP INCREASE (Retro Pay) b. LEAVE RESTORED/CONVERTED c. TRAINING (Cost Requires SF 182) SUBTOTAL	a. ACCOMMODATIONS b. TRAINING (No SF 182 Required) c. APOLOGY d. DISCIPLINARY ACTIO MODIFIED RESCINDED e. PERORMANCE EVAL MODIFICATION  (Use Co	NON-MONETARY ((Check all that apply)    f. NEUTRAL REFERENCE     g. REMOVALS RESCINDED     REINSTATEMENT     h. VOLUNTARY RESIGNATION/     RETIREMENT     i. REASSIGNMENT     j. IMPROVED TERMS OF EMPLOYMENT     (i.e., work schedule change, supervisor reassignment, modified performance requirements, etc.)     k. OTHER (SpecifY)     mments Section for more space)     1. LEAVE CONVERSION     FROM TYPE   HRS     TO TYPE   HRS		
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MONETARY ONE-TIME CASH PAYMENT (Include amounts to all that apply)  a. COMPENSATORY DAMAGES b. LUMP SUM PAYMENT c. ATTORNEY FEES AND COSTS d. OTHER  SPECIFY OTHER  SUBTOTAL  OTHER TERMS WITH MONETARY VALUES (Include amounts to all that apply) (Future costs calculated based on XXXX) a. BACK PAY/FRONT PAY -HIRE (Retro Pay) -PROMOTION (Retro Pay)  -STEP INCREASE (Retro Pay) b. LEAVE RESTORED/CONVERTED c. TRAINING (Cost Requires SF 182) SUBTOTAL	a. ACCOMMODATIONS b. TRAINING (No SF 182 Required) c. APOLOGY d. DISCIPLINARY ACTIO MODIFIED RESCINDED e. PERORMANCE EVAL MODIFICATION  (Use Co 1. LEAVE RESTORED TYPE HOURS 2. LEAVE RESTORED TYPE	NON-MONETARY ((Check all that apply)    f. NEUTRAL REFERENCE     g. REMOVALS RESCINDED     REINSTATEMENT     h. VOLUNTARY RESIGNATION/     RETIREMENT     i. REASSIGNMENT     j. IMPROVED TERMS OF EMPLOYMENT     (i.e., work schedule change, supervisor reassignment, modified performance requirements, etc.)     k. OTHER (SpecifY)     mments Section for more space)     1. LEAVE CONVERSION     FROM TYPE   HRS     2. LEAVE CONVERSION     FROM TYPE   HRS     HRS		
MONETARY ONE-TIME CASH PAYMENT (Include amounts to all that apply)  a. COMPENSATORY DAMAGES b. LUMP SUM PAYMENT c. ATTORNEY FEES AND COSTS d. OTHER SPECIFY OTHER SUBTOTAL  OTHER TERMS WITH MONETARY VALUES (Include amounts to all that apply) (Future costs calculated based on XXXX) a. BACK PAY/FRONT PAY -HIRE (Retro Pay) -PROMOTION (Retro Pay) b. LEAVE RESTORED/CONVERTED c. TRAINING (Cost Requires SF 182) SUBTOTAL  MONETARY TOTAL	a. ACCOMMODATIONS b. TRAINING (No SF 182 Required) c. APOLOGY d. DISCIPLINARY ACTIO MODIFIED RESCINDED e. PERORMANCE EVAL MODIFICATION  (Use Co 1. LEAVE RESTORED TYPE HOURS 2. LEAVE RESTORED TYPE HOURS	NON-MONETARY (Check all that apply)    f. NEUTRAL REFERENCE     g. REMOVALS RESCINDED     REINSTATEMENT     h. VOLUNTARY RESIGNATION/     RETIREMENT     i. REASSIGNMENT     j. IMPROVED TERMS OF EMPLOYMENT     (i.e., work schedule change, supervisor reassignment, modified performance requirements, etc.)     k. OTHER (SpecifY)     mmments Section for more space)     1. LEAVE CONVERSION     FROM TYPE		

OBTAIN THE CONCURRENCE OF THE SENIOR EXECUTIVE(S) IN YOUR CHAIN OF COMMAND AS APPLICABLE				
20a. FIRST LEVEL SES SUPERVISOR	20b. COMMENTS			
CONCUR				
NON-CONCUR				
20c. SIGNATURE		20d. DATE		
21a. SECOND LEVEL SES SUPERVISOR	21b. COMMENTS			
CONCUR				
NON-CONCUR				
21c. SIGNATURE		21d. DATE		
22a. THIRD LEVEL SES SUPERVISOR	22b. COMMENTS			
CONCUR				
☐ NON-CONCUR				
22c. SIGNATURE		22d. DATE		
23a. FOURTH LEVEL SES SUPERVISOR	23b. COMMENTS			
CONCUR				
NON-CONCUR				
23c. SIGNATURE		23d. DATE		
	NTSWHICH EXCEED \$5,000 MUST BE PRE-APPROVED BY THE PRINCIPAL DEPUTY AS O			
COMMENCEMENT OF NEGOTIATION ATTACHMENT B FOR SIGNATURE AU	SETTLEMENT DISCUSSIONS. SEE THE PRE-APPROVAL SETTLEMENT SES CONCURREI JTHORITIES.	NCE AND APPROVAL AUTHORITY		
DISAPPROVED. NO MONETARY SE	ETTLEMENT IS AUTHORIZED			
APPROVED AS REQUESTED				
APPROVED WITH THE FOLLOWING	COMMENTS/PARAMETERS			
/ / NOVES WITH THE TOLLOWING	OSWINEINION AND LENG			
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# 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	Distrct 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>&</sup>lt;sup>1</sup> Includes field processing units

### Table 4: VHA SES Concurrence and Approval

	Initiating Official	1st Level Concurrence	2nd Level Concurrence	3nf 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	Distrementor	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)