

## Dept. of VA Settlement Concurrence Review

(Click [here](#) to provide ORM a copy of form within three (3) working days of obtaining approval signature.)  
ORMSettlementPre-approvals@va.gov

Management Official Name:		Date of Request:	
VA Office Name:		Case # (if appropriate):	
Type of Case (scroll and select one):			
Specify: _____			
<u>Brief Description of Case:</u>			
Describe why other forms of compensation are not likely to lead to a beneficial outcome:			

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Did management do anything that may cause liability for the agency that necessitates settling the case?		
No	Yes	If yes, please describe below:

If yes, have we pursued the appropriate training, systems improvement and/or accountability action to address the situation?

In consultation with VA attorneys and ER/LR Specialists, what would constitute a reasonable settlement:

	<i>(Include amounts to all that apply)</i>		<i>(Select all that apply with an "X")</i>
<b>Monetary:</b>	a. Compensatory Damages: _____	<b>Non-Monetary:</b>	a. Hire -Retro _____
	b. Back Pay/Front Pay: _____		-Non-retro _____
	c. Lump Sum Payment: _____		b. Promotion-Retro _____
	d. Attorney Fees and Costs: _____		-Non-retro _____
	e. Other: _____		c. Expungement _____
	<i>(specify i.e. Awards, Special Contribution)</i>		d. Re-assignment _____
TOTAL _____		e. Reinstatement _____	g. Training _____
		f. Accommodations _____	h. Apology _____
			i. Disciplinary Actions _____
			j. Performance Eval Modified _____
			k. Leave restored _____
			l. Neutral reference _____
			m. Other (specify) _____

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):

	<i>(Include amounts to all that apply)</i>		<i>(Select all that apply with an "x")</i>
<b>Monetary:</b>	a. Compensatory Damages: _____	<b>Non-Monetary:</b>	a. Hire -Retro _____
	b. Back Pay/Front Pay: _____		-Non-retro _____
	c. Lump Sum Payment: _____		b. Promotion-Retro _____
	d. Attorney Fees and Costs: _____		-Non-retro _____
	e. Other : _____		c. Expungement _____
	<i>(specify i.e. Awards, Special Contribution)</i>		d. Re-assignment _____
TOTAL _____		e. Reinstatement _____	g. Training _____
		f. Accommodations _____	h. Apology _____
			i. Disciplinary Actions _____
			j. Performance Eval Modified _____
			k. Leave restored _____
			l. Neutral reference _____
			m. Other (specify) _____

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List the name(s) and titles of the OGC Personnel Law or District Chief Counsel assisting with this case:			
List the name(s) and titles of other subject matter experts (i.e. EEO / ER/ LR, etc.) assisting with this case:			
Please obtain the concurrence of the Senior Executive(s) in your chain of command as applicable:			
1 <sup>st</sup> Level SES Supervisor:	Concur:	Non-concur:	Comments:
Signature:			Date:
2 <sup>nd</sup> Level SES Supervisor:	Concur:	Non-concur:	Comments:
	<i>(as applicable)</i>		
Signature:			Date:
3 <sup>rd</sup> Level SES Supervisor:	Concur:	Non-concur:	Comments:
<i>(as applicable)</i>			
Signature:			Date:
4th Level SES Supervisor	Concur:	Non-concur:	Comments:
<i>(as applicable)</i>			
Signature:			Date:

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Proposed settlements over \$5,000 must be pre-approved by the Under Secretary, Assistant Secretary, Principal Deputy Under Secretary, Deputy Assistant Secretary, or equivalent senior-level official within the organization in which the dispute occurs.

Disapproved. No monetary settlement is authorized

Approved As Requested

Approved with the following comments/parameters:

Comments/Parameters

<sup>1</sup> Approval Official Signature:		Date:	
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<sup>1</sup>Advise the OGC attorney handling the claim that authority to settle or concur in settlement of the case has been obtained and ensure any settlement they sign on behalf of the VA does not exceed the terms and amount they have been authorized to offer.