

CEEEO  Engineer Regulation 690-1-693	Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000	ER 690-1-693  23 July 1997
	Civilian Personnel  U.S. ARMY CORPS OF ENGINEERS EARLY RESOLUTION PROGRAM (CEERP)	
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CEEO

Regulation  
No. 690-1-693

23 July 1997

Civilian Personnel  
U.S. ARMY CORPS OF ENGINEERS EARLY RESOLUTION PROGRAM  
(CEERP)

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This regulation supersedes EC-690-1-693, 30 April 1995.

DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
Washington, D.C. 20324-1000

ER 690-1-693

CEEO

Regulation  
No. 690-1-693

23 July 1997

Civilian Personnel  
U.S. ARMY CORPS OF ENGINEERS EARLY RESOLUTION PROGRAM  
(CEERP)

1. Purpose. This regulation prescribes policies and procedures, and establishes responsibilities for the implementation of the Corps of Engineers Early Resolution Program (CEERP) in EEO precomplaint cases.
2. Applicability. This regulation applies to all USACE elements, including HQUSACE, major subordinate commands, districts, centers, laboratories and field operating activities (FOA). This regulation applies to current and former employees of the Corps of Engineers.
3. References.
  - a. Title 29, Code of Federal Regulations, Subpart 1614.
  - b. Civil Rights Act of 1964, as amended.
  - c. Civil Rights Act of 1991.
  - d. Rehabilitation Act of 1973, as amended.
  - e. Age Discrimination in Employment Act of 1967, as amended by the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Section 626(f), 16 October 1990.
  - f. Equal Pay Act of 1963, as amended.
  - g. Americans with Disabilities Act of 1990 (ADA).
  - h. Administrative Dispute Resolution Act of 1996.
  - i. Memorandum, HQDA SFMR-RBE, 25 March 1993, subject: Implementing Instructions for 29 CFR 1614 Regulations.

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This regulation supersedes EC-690-1-693, 30 April 1995.

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j. Memorandum, HQDA SFMR-RBE, 26 October 1995, subject: Changes to Interim Army Regulation (AR) 690-600.

4. Distribution. This document is approved for public release, distribution is unlimited.

5. Exclusions. Class complaint allegations, allegations raised by non-Corps applicants for employment, and allegations which have been decided by the Department of the Army, the EEO Commission or a U. S. Court, are excluded from the CEERP. Additionally, CEERP mediation may not be appropriate where aggrieved persons are geographically removed from the organization where the allegations arose.

6. Policy. It is the policy of the Corps of Engineers to resolve employee/management problems quickly and at the lowest organizational level possible. To this end, Commanders, managers and supervisors are expected to use CEERP as a tool to achieve this policy objective.

7. Objectives. CEERP is designed to:

a. Allow the EEO Officer to resolve matters through conciliation before assignment to an EEO Counselor.

b. Permit impartial third party intervention by means of mediation after counseling.

c. Provide a nonadversarial process whereby involved parties are afforded the opportunity to resolve precomplaint problems/matters themselves.

d. Provide an environment which facilitates open communications.

e. Reduce costs of lengthy discrimination complaint administration and litigation.

8. ADR Process.

a. The ADR processes used in CEERP are conciliation and mediation as described in this regulation. The USACE leadership corporately volunteers to participate in these processes except as described elsewhere in this regulation. Participation in conciliation and mediation, when offered, is voluntary for an aggrieved person.

b. Conciliation is the initial effort by the EEO officer, or designee, to quickly resolve matters raised by employees. These matters may or may not involve allegations of prohibited discrimination. Regardless of the nature of the matters, the EEO Officer may conduct conciliation

or refer the employee to another office for assistance. The use of conciliation is optional and at the discretion of the EEO Officer. When used, conciliation must be completed prior to assignment of an EEO Counselor.

c. Mediation involves the intervention of a neutral and impartial third party into the dispute. The mediator assists in clarifying issues, identifying underlying causes, and arriving at appropriate remedies to resolve the dispute. The mediator cannot impose a resolution on the parties and will protect the confidentiality of the process. To avoid the appearance of a conflict of interest, no person may mediate a precomplaint if previously involved in the matter at issue or in processing actions or the technical review of the precomplaint.

d. Each activity will have an ADR Team chaired by the EEO Officer. The ADR Team will have the Labor Counselor, and a Civilian Personnel Advisory Center (CPAC) representative as team members. The Director, CPAC will designate the CPAC representative.

9. Responsibilities. In addition to the functions and responsibilities set forth in reference 3(i), the roles and responsibilities for the participants in CEERP are described below:

a. Commander/Director.

(1) Champions CEERP.

(2) Acts as the resolution official or appoints a resolution official with full authority to resolve the precomplaint. The appointment will be in writing in accordance with HQUSACE F-Ltr 3, Appointment of Resolution Official (Appendix A).

(3) Provides necessary resources to support CEERP.

b. EEO Officer.

(1) Administers CEERP and serves as chair of the ADR Team.

(2) Assures that CEERP awareness training is provided for employees, managers, and supervisors.

(3) Provides commander's briefing on the CEERP process.

(4) Briefs senior leaders, managers, and supervisors on the CEERP process.

(5) Conducts conciliation, as appropriate, to resolve matters.

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(6) Schedules and conducts ADR Team meetings and initiates ADR Team consultation.

(7) Offers mediation to aggrieved persons.

(8) Notifies participants of their rights and responsibilities.

(9) Recommends designation of the resolution official to the commander, coordinates resolution official appointment, and provides CEERP orientation of roles and responsibilities to the resolution official.

(10) Arranges for mediator participation and provides administrative support for the mediation process to include timely preparation or availability of all mediation documents.

(11) Coordinates and finalizes settlement agreements with ADR Team members.

**(12)** Provides Notice of Right to File a Discrimination Complaint, as appropriate.

c. EEO Counselor. In addition to the functions and responsibilities set forth in references 3(a) and 3(i), the counselor is responsible for explaining the CEERP process to aggrieved persons and providing them with a copy of the CEERP pamphlet.

d. CPAC Official.

(1) Participates in ADR Team meetings.

(2) Provides personnel guidance to ADR Team, resolution official, and mediator.

(3) Reviews settlement proposals.

e. Labor Counselor.

(1) Participates in ADR Team meetings.

(2) Provides legal advice to the ADR Team, resolution official, and mediator,

(3) Reviews settlement proposals.

f. Mediator.

(1) Reviews background materials including the EEO Counselor's report.

(2) Describes mediation process to participants.

(3) Conducts mediation.

(4) Briefs EEO Officer unproposed resolution, oral alternatively, notifies EEO Officer if no resolution is reached, and terminates mediation process.

(5) Drafts and coordinates signing of settlement agreements with participating parties.

g. Resolution Official.

(1) Participates in mediation in good faith.

(2) Cooperates in resolution efforts and signs settlement agreement.

h. Aggrieved Person.

(1) Participates in mediation in good faith.

(2) Cooperates in resolution efforts and signs settlements agreement

i. Principal Agency Witness (PAW),

(1) Participates in mediation in good faith.

(2) Cooperates in resolution efforts.

j. ADR Team.

(1) Consults on the offer of mediation.

(2) Consults on appointment of resolution official.

(3) Advises the resolution official, mediator and other participating parties on the sufficiency of settlement agreement terms.

#### 10. CEERP Schedule (Appendix B).

a. Conciliation. The use of conciliation is optional and at the discretion of the EEO Officer. Conciliation must be completed within three days from the date a matter is brought to the EEO

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Officer. If conciliation is considered, and:

(1) there is no allegation of discrimination or reprisal raised during conciliation a memorandum, subject: Conciliation Without an Allegation of Discrimination (HQUSACE F-Ltr 6) will be prepared to document the outcome of the conciliation effort. The memorandum should be signed by both the aggrieved person and the EEO Officer.

(2) there is an allegation of discrimination, the contact is reportable and will be entered into the Defense Civilian Personnel Data System - Complaints, Appeals Tracking System (DCPDS-CATS) system within three days of the contact as an EEO precomplaint. The assigned DCPDS-CATS Docket number will be identified on all official documents relating to processing the action at both the precomplaint and complaint levels. The following procedures are to be used:

(a) if the matter is resolved in conciliation, a settlement agreement will be prepared and signed by the aggrieved person and the commander or designee.

(b) if the matter is unresolved, conciliation will be terminated and a memorandum (HQUSACE F-Ltr 4) will be prepared. The memorandum should be signed by the aggrieved person and EEO Officer. The matter will be assigned to an EEO counselor to complete precomplaint processing. Should the aggrieved person decline counseling or choose not to pursue the matter further, the EEO Officer will issue a Notice of Right to File a Discrimination Complaint and prepare an ENG Form 5068-R EEO Conciliation Report, (Appendix C) to document the conciliation effort. The report must document all of the information required to enter the action in DCPDS-CATS.

b. Counseling. The EEO Counselor must have completed the precomplaint inquiry, attempted resolution, briefed the EEO Officer on the inquiry results and provided a counselor's report to the EEO Officer on or before the 24th calendar day following initiation of the counseling process.

c. Pre-mediation procedures. When a precomplaint is not resolved through EEO counseling, the following procedures will be used:

(1) After review of the counselor's report, the EEO Officer will provide copies of the report to the other ADR Team members, who will meet or consult.

(2) On or before the 26th calendar day following the counselor's initial interview with the aggrieved person the ADR Team will meet or consult regarding the allegations raised, the underlying causes of the dispute and the requested relief. Based on the advice of the other ADR Team members and the facts of the case, the EEO Officer will determine if mediation is to be



offered. The EEO Officer and other ADR Team members will consider offering mediation in all precomplaint matters unless:

(a) the precomplaint concerns an allegation of class discrimination;

(b) the aggrieved person is a non-Corps applicant for employment with the U.S. Army Corps of Engineers; or

(c) the precomplaint concerns a matter which has been decided by the Department of Army, the EEO Commission, or a U.S. Court.

(3) When a precomplaint matter does not meet the criteria for mediation and an offer of mediation is not made, the EEO Officer will record the reasons on ENG Form 5048-R, Pre complaint Matters Not Subject to CEERP Mediation. A copy of the completed form will be retained in the EEO office.

(4) When mediation is not offered or if an offer of mediation is declined, the aggrieved person will be provided a Notice of Right to File a Discrimination Complaint. Receipt of the Notice of Right to File a Discrimination Complaint, must be acknowledged in writing or the notice must be mailed by certified mail, return receipt requested.

(5) If the precomplaint matter meets the criteria for mediation, and is not otherwise excluded from mediation, the EEO Officer will offer mediation on or before the 27th calendar day from the date of the EEO Counselor's initial interview with the aggrieved person. The EEO Officer will provide the aggrieved person a written offer to participate in mediation NLT two calendar days after the ADR Team meets or consults. The aggrieved person will accept or decline the offer to participate in mediation by completing ENG Form 5049- 1-R, Agreement to Extend Counseling/ CEERP Mediation Agreement. The form must be returned to the EEO Officer no later than the 29th calendar day from initiation of the counseling process.

(6) On or before the 30th calendar day, if mediation is offered and not accepted, the EEO Officer will assure that the aggrieved person is provided a Notice of Right to File a Discrimination Complaint.

(7) When the offer of mediation is accepted, the EEO Officer will select a mediator(s) within seven calendar days. The mediator will be selected from the official Corps of Engineers list published by the HQUSACE, CEEO. Exceptions to this policy, i.e., request to use mediators from sources other than the official list, must be approved by the next higher headquarters EEO

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Officer. The EEO Officer will provide the mediator copies of the counselor's report and related documents. The EEO Officer and the mediator will schedule the mediation NLT 30 days of the signing of Agreement to Extend Counseling /CEERP Mediation Agreement, ENG Form 5049-1-R. In all cases, the mediator must conclude mediation within 60 calendar days of the date counseling was extended.

(8) EEO Officer recommends a resolution official to the commander, after consultation with the ADR Team and insures that HQUSACE F-Ltr 3, Appointment of Resolution Official is completed.

d. Mediation.

(1) The mediator will proceed expeditiously to conduct mediation. The mediator will explain how the session will be conducted, including procedures and schedules. The mediator should normally conduct the mediation in one or two calendar days. The mediator has full authority to conduct the mediation session. This includes deciding who will participate and establishing the meeting schedule. Participants will include the aggrieved person and a management official. The mediator may allow others to participate (e.g., aggrieved person's representative, the resolution official) if necessary.

(2) All participants, including the ADR Team, will provide assistance to the mediator to enable mediation to proceed. The mediator manages all aspects of mediation sessions, and may meet with the parties together or separately during the process.

(3) The aggrieved person may be represented during the mediation by a representative, selected by the aggrieved person, at no cost to the government. However, the aggrieved person should do the talking during the mediation session.

(4) Mediation requires the voluntary participation of the aggrieved person. Therefore, the mediation process may be terminated at any time by the aggrieved person.

(5) The mediator will brief the EEO Officer on the results of the mediation, including proposed settlement terms and other remedial actions. The mediator will not keep private records or transcripts of the mediation.

(6) Mediation is concluded when:

(a) a written settlement agreement is entered into;

(b) the aggrieved person submits a written withdrawal statement; or

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(c) for unresolved issues, the aggrieved person and mediator complete ENG Form 5049-2-R, Unresolved Issues After CEERP Mediation. The EEO Officer will issue a Notice of Right to File a Discrimination Complaint to the aggrieved person.

(d) the aggrieved person or the mediator terminates mediation.

11. CEERP Evaluation and Reporting. Major subordinate commands, laboratories, centers and field operating activities will collect documentation regarding CEERP implementation from subordinate activities in their areas of responsibility and submit consolidated CEERP reports to HQUSACE, ATTN: CEEEO, NLT the 10th day following the end of each quarter. The CEERP report format and instructions will be provided by the USACE EEO Officer.

FOR THE COMMANDER:

3 Appendices  
(See Table of Contents)



OTIS WILLIAMS  
Colonel, Corps of Engineers  
Chief of Staff

# APPENDIX A

## HQUSACE Letter Format Samples (F-Ltr)

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[Use Letterhead Stationery]

[Your Office Symbol]

Date \_\_\_\_\_

MEMORANDUM FOR [Name of Individual]

SUBJECT: Appointment As Resolution Official - Allegation of Discrimination  
CATS# \_\_\_\_\_

1. In accordance with Engineer Regulation ER 690-1-693, Corps of Engineers Early Resolution Program (CEERP), paragraphs 8f(2) and 8g(2), you are hereby appointed to serve as Resolution Official in the mediation of subject precomplaint.

2. [Select appropriate language] Your responsibilities as Resolution Official are to participate with an open mind and in good faith in the mediation process and to cooperate with the mediator and the aggrieved person in settlement efforts. The mediator will determine the persons and documents necessary for the mediation session and coordinate settlement efforts among the interested parties, including the ADR Team. If there is a mutually acceptable resolution of the allegation(s), you have full authority to sign a settlement agreement for the commander without seeking further approval.

**OR**

You have full authority to sign a settlement agreement for me up to but not to exceed the following: [Specify scope].

3. Please contact [name], EEO Officer at [number] for specific information about this assignment.

\_\_\_\_\_  
Commander (*Signature Block*)

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HQUSACE F-Ltr 3

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[Use Letterhead Stationery]

[Your Office Symbol]

Date \_\_\_\_\_

MEMORANDUM FOR (Name of Aggrieved Person)

SUBJECT: Conciliation With an Allegation of Discrimination

1. This refers to your visit to the EEO Office on [date] to discuss a matter pertaining to [List issues and bases - Who, What, When, Where, Why and How].

2. After discussion, it was determined that the matter raised an allegation of discrimination. You asked me to try to resolve the matter through conciliation prior to assigning the matter to an EEO Counselor for pre-complaint counseling. I have therefore provided you with a Rights and Responsibilities Notice. You have also designated below your desires regarding anonymity and right to representation.

3. This is to inform you that my conciliation efforts have concluded without written resolution. As such I have assigned your matter to [name], EEO Counselor, who will contact you to schedule an initial interview.

**OR**

This is to inform you that my conciliation efforts have resulted in a written resolution. A copy of the negotiated settlement agreement (NSA) is attached.

**OR**

This is to confirm that you do not wish to continue pursuing the allegations of discrimination which you presented to me on (date). Attached is your Notice of Right to File a Discrimination Complaint.

\_\_\_\_\_  
EEO Officer/EEO Specialist (*Signature&Date*)

I request \_\_\_\_\_ or waive \_\_\_\_\_ my right to anonymity.

I request \_\_\_\_\_ or waive \_\_\_\_\_ my right to representation at this time.

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Received \_\_\_\_\_  
Aggrieved Person (*Signature &Date*)

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Use Letterhead Stationery]

[Your Office Symbol]

Date \_\_\_\_\_

MEMORANDUM FOR (Name of Aggrieved Person)

SUBJECT: Conciliation Without an Allegation of Discrimination

1. This refers to your visit to the EEO Office on [date] to discuss a matter pertaining to [state the issue(s) - Who, What, When, Where, How].

2. [Select appropriate language]

After discussion it was determined that this matter was not covered by EEO regulations. As such, this matter was not assigned to an EEO counselor for precomplaint counseling.

**OR**

In an effort to resolve the matter you asked me to attempt resolution through the use of conciliation techniques. As a result, the matter was [was not] resolved.

3. [Select appropriate language]

[If no resolution] Since conciliation efforts did not resolve the matter, you may wish to contact the Office of Engineer Inspector General, the Office of Counsel, the Civilian Personnel Advisory Center (CPAC) or other appropriate office for further advice concerning possible remedies.

**OR**

[If resolution] The matter was resolved in the following manner: [Specify the terms of resolution]

\_\_\_\_\_  
Aggrieved Person (*Signature & Date*)

\_\_\_\_\_  
EEO Officer (*Signature & Date*)

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# APPENDIX B

## CEERP SCHEDULE



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CEERP Schedule

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<u>DAY</u>	<u>EVENT</u>
-3	EEO Officer receives precomplaint, may undertake conciliation efforts (No more than 3 days).
1	EEO Officer refers to counseling. EEO counseling begins with the initial interview where the EEO Counselor provides the aggrieved person information about his/her rights and responsibilities, the mediation process with a copy of the CEERP pamphlet and briefs EEO Officer.
22-23	EEO Counselor completes the counseling inquiry and briefs the EEO Officer on precomplaint issues, inquiry process and resolution efforts.
24	EEO Counselor provides Counseling Report and out-briefs the EEO Officer.
25-26	EEO Officer meets and consults with the ADR Team, as appropriate.
27	EEO Officer offers mediation to the aggrieved person
29	Last day for the aggrieved to accept offer of mediation.
30	<u>Notice of Right to File a Discrimination Complaint</u> provided to the aggrieved person if mediation is not accepted.

# APPENDIX

## C

### ENGINEER FORMS

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US ARMY CORPS OF ENGINEERS  
[ORGANIZATION]  
EEO CONCILIATION REPORT  
Submitted (Date)

Part I: BACKGROUND AGGRIEVED PERSON:

Name: SSN Number:  
Job Title/Series/Grade:  
Employment Address:  
Street: City/State:  
ZIP Code:  
Work Phone No.:  
Home address:  
Street: City/State:  
ZIP Code:  
Home Phone No.:

Part II: CHRONOLOGY OF EEO CONCILIATION:

Date of Alleged Discriminatory Event:  
45th Day After Event:  
Reason Contact was Delayed beyond 45 Days, if Applicable:  
Date of Initial contact with EEO Office:  
Date of conciliation started:  
Date Management Informed of Allegations:  
Date of Final Interview:  
Date Conciliation Report Prepared:

Part III: BASIS(ES) FOR ALLEGED DISCRIMINATION: [Use DCPDS Table 194]

- |  |  |
|--|--|
| <input type="checkbox"/> Race (Specify)            | <input type="checkbox"/> Mental Handicap (Specify)   |
| <input type="checkbox"/> Color (Specify)           | <input type="checkbox"/> Physical Handicap (Specify) |
| <input type="checkbox"/> National Origin (Specify) | <input type="checkbox"/> Religion (Specify)          |
| <input type="checkbox"/> Sex (Specify)             | <input type="checkbox"/> Sex-Based Wage Complaint    |
| <input type="checkbox"/> Age (Specify)             | <input type="checkbox"/> Reprisal (Identify)         |

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US ARMY CORPS OF ENGINEERS  
[ORGANIZATION]  
EEO CONCILIATION REPORT  
Submitted (Date)

Part IV: ALLEGATION OF DISCRIMINATION:

- a. Specific allegation(s)
- b. Requested relief

Part V: PERSONS CONTACTED:

- a. Identified Principal Agency Witnesses: (Name/Title/Pay Plan/S eries/Grade/Telephone #/Fax #/Title VII Group Identifiers)
- b. Witnesses: (Name/Title/Pay Plan/Series/Grade/Telephone #/Fax #/Title VII Group Identifiers)
- c. Others: (HR, LC, etc.; Name/Title/Pay Plan/Series/Grade/Telephone #/Fax #/Title VII Group Identifiers)

Part VI: INQUIRY:

- a. Management's response to Allegations:
- b. Summary of Interviews/Documents:

PART VII: SUMMARY OF INFORMAL RESOLUTION ATTEMPT:

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US ARMY CORPS OF ENGINEERS  
[ORGANIZATION]  
EEO CONCILIATION REPORT  
Submitted (Date)

PART VIII: SUMMARY OF INFORMATION GIVEN TO AGGRIEVED PERSON:

The allegations presented tome on (DATE) were resolved through conciliation on (DATE). A copy of the negotiated settlement agreement OR memorandum for record is attached.

---

EEO Officer *Signature & Date*

ATTACHMENTS :

DA Form 5492-R  
Notice of Rights and Responsibilities  
Notice of Right to File  
HQUSACE F-Ltr 4  
NSA

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PRECOMPLAINT MATTERS NOT SUBJECT TO CORPS OF ENGINEERS  
EARLY RESOLUTION MEDIATION

The EEO Officer, in consultation with the CEERP ADR Team, considered offering mediation, but decided that the precomplaint matter(s) (is) (are) not subject to mediation for the reason cited below.

REASONS FOR NOT OFFERING MEDIATION

MANDATORY:

\_\_\_\_\_ The precomplaint concerns an allegation of class discrimination.

\_\_\_\_\_ The aggrieved person is a non-Corps applicant for employment with the U.S. Army Corps of Engineers.

\_\_\_\_\_ The precomplaint concerns a matter which has been decided by the Department of Army, the EEO Commission or a U.S. Court.

DISCRETIONARY:

\_\_\_\_\_ The aggrieved person is geographically removed from the organization and this imposes unusual resource constraints.

\_\_\_\_\_ Other. Record rationale on reverse side of this form.

\_\_\_\_\_  
Date

\_\_\_\_\_  
EEO Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Aggrieved

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AGREEMENT TO EXTEND COUNSELING/CEEm MEDIATION AGREEMENT

**A. I accept mediation. (— Initial if accepted)**

By signature below, the aggrieved employee voluntarily agrees to participate in mediation and extend counseling for an additional 60 calendar days. The allegations raised in the precomplaint process will be those submitted for attempted resolution by mediation, unless specifically excluded in writing.

All parties understand that participation in mediation is voluntary for the aggrieved person and that the aggrieved person may terminate mediation at any time. In addition, it is understood that the mediator retains authority to terminate mediation at any time.

The parties further understand that the mediator has no authority to make decisions on issues raised nor act as an advocate or representative for either party. The aggrieved person may consult with a designated representative, selected by the aggrieved at no cost to the government, for the purpose of review prior to signing a settlement agreement.

Each party agrees not to subpoena or request as a witness any mediator, or request or use as evidence any materials prepared by the mediator for use during mediation with the exception of the signed settlement agreement. In no event will the mediator voluntarily serve as a witness or testify on behalf of either party in any future processing of this complaint or submit any type of report regarding the mediation other than as required by this Regulation.

If there are unresolved disputes at the close of mediation, the mediator and the aggrieved person will state these disputes on the memorandum for record during the final mediation session. The aggrieved person understands that unresolved issues may be submitted through the discrimination complaint process. If any issues remain unresolved, the aggrieved person will be issued a Notice of Right to File a Discrimination Complaint upon termination of the mediation process or on the 60th day of extended counseling, whichever comes first.

**B. I decline mediation and do not agree to extend counseling. (\_\_\_ Initial if declined)**

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Aggrieved Person *Signature & Date*

U.S. Army Corps of Engineers  
Early Resolution Program  
UNRESOLVED ISSUES AFTER MEDIATION

(Note: Before completing this form, direct the aggrieved person to read Privacy Act Statement).

NAME: \_\_\_\_\_

DCPDS CATS NO. \_\_\_\_\_

DESCRIBE THE ALLEGED DISCRIMINATORY ACTION(S)/ ISSUES(S) NOT RESOLVED DURING MEDIATION:

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**PRIVACY ACT STATEMENT**

**AUTHORITY:** Federal Sector Equal Employment Opportunity, 10 U.S.C. 3013(g) and 42 U.S.C. 2000e(a) and (b)

**PURPOSE AND USE:** The purpose of this form is to provide information concerning unresolved issues remaining after completion of the mediation process. The form will be used by the EEO Officer to analyze the types of issues, if any, that mediation has not been able to resolve and/or to assign new issues to an EEO Counselor should you decide to pursue the issues further in the administrative discrimination complaint system.

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U.S. Army Corps of Engineers  
Early Resolution Program  
UNRESOLVED ISSUES AFTER MEDIATION

DISCLOSURE: Personal information provided on this form is given voluntarily. Failure to provide this information, however, may result in the form being completed from other available sources without your participation.

ROUTINE USES: Information may be shared with law enforcement agencies if the information in this document indicates a violation or potential violation of law; with a congressional office in response to an inquiry made at your request; with foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by international agreements; with the Office of Personnel Management (OPM) to carry out its legally authorized personnel management functions and studies; with any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation; with the Merit Systems Protection Board (MSPB), including the Office of the Special Counsel for the purpose of litigation, administrative proceedings and appeals.

---

Aggrieved Person *Signature & Date*

---

Mediator *Signature & Date*

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CEERP  
EEO OFFICER'S EVALUATION

ORGANIZATION \_\_\_\_\_

1. Name of Aggrieved: \_\_\_\_\_

2. DCPDS CATS No.: \_\_\_\_\_

3. Name of Mediator(s) \_\_\_\_\_

4. Date Mediation Started: \_\_\_\_\_

5. Date Mediation Completed: \_\_\_\_\_

6. Processing Costs: \_\_\_\_\_

7. Resolution Costs: (By Type) \_\_\_\_\_

8. Outcome/Remarks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Briefly state the outcome of the mediation process to include recommendations, if any, for preventive action, lessons learned, etc.)

\_\_\_\_\_  
EEO Officer

\_\_\_\_\_  
Date

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CEERP  
PARTICIPANT'S EVALUATION

The Corps of Engineers is interested in your comments/observations about the mediation process in which you have just participated. Your completing this questionnaire will assist us greatly in evaluating how well the program works and help us identify areas where the program can be improved.

THANK YOU FOR YOUR ASSISTANCE!

1. Overall, how satisfied were you with the mediation? (mark one)

\_\_\_\_\_ Extremely Satisfied

\_\_\_\_\_ Highly Satisfied

\_\_\_\_\_ Satisfied

\_\_\_\_\_ Slightly Dissatisfied

\_\_\_\_\_ Dissatisfied

Explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Was the mediation process clearly explained to you?

Y e s   N o \_ (Please check one).

3. Would you use CEERP Mediation again to resolve a dispute?

Y e s   N o \_ (Please check one).

Explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Participant's Evaluation (continued)

4. Would you recommend CEERP mediation to others?

Yes \_\_\_ No \_\_\_ (Please check one).

Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADDITIONAL COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Your role in mediation was:

- \_\_\_\_\_ Aggrieved Person
- \_\_\_\_\_ Aggrieved Person's Representative
- \_\_\_\_\_ Management Official
- \_\_\_\_\_ Principal Agency Witness
- \_\_\_\_\_ Resolution Official

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ER 690-1-693  
23 July 97

CEERP  
MEDIATOR'S EVALUATION

The Corps of Engineers is interested in your comments/observations about the mediation process in which you have just participated. Completion of this evaluation will assist us greatly in evaluating how well the program works and to identify areas where the program can be improved.

THANK YOU FOR YOUR ASSISTANCE!

1. Overall, how satisfied were you with the mediation? (mark one)

- Extremely Satisfied
- Highly Satisfied
- Satisfied
- Slightly Dissatisfied
- Dissatisfied (Please explain)

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2. Were you satisfied with the logistical support provided?

Yes\_\_ No \_\_ (Please explain)

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3. Were you satisfied with the administrative support provided?

Yes\_\_ No \_\_ (Please explain)

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4. Were you satisfied with management's participation in the process?

Yes\_\_ No (Please explain)

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Mediator's Evaluation (Continued)

4. What recommendations would you make to improve CEERP mediation?

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ADDITIONAL COMMENTS :

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\_\_\_\_\_  
Mediator

\_\_\_\_\_  
Date

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