

APPENDIX A

HQUSACE Letter Format Samples (F-Ltr)

ER 690-1-693
23 July 97

[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

[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*)

ER 690-1-693
23 July 97

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[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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