

# 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.