



United States
Department of
Agriculture

Forest
Service

Washington Office

14th & Independence SW
P.O. Box 96090
Washington, DC 20090-6090

File Code: 1760
Route To: 1700/6100

Date: March 14, 2001

Subject: Delegation of Authority to Approve Settlements of EEO Complaints and the Staffing of the Agreements – An Update

To: Regional Foresters, Station Directors, Area Director, IITF Director, and WO Staff

On May 3, 1999, the USDA Office of Civil Rights (OCR) issued direction to the agencies requiring settlement agreements that involve compensation of more than \$25,000, or that have USDA-wide implications, must receive approval from the OCR prior to their implementation. At that time, the Chief delegated his authority to the Deputy Chief for Business Operations. On June 21, 1999, the Deputy Chief for Business Operations instituted a Forest Service-wide EEO complaint review process designed to ensure Forest Service settlements were based on the known facts of the complaint, sound judgment, and result in appropriate resolution of the claim.

In October 2000, Kathy Gause was selected as the Civil Rights Director. The Civil Rights Director now has the authority to approve settlements under the \$25,000 threshold and recommend approval of \$25,000 or more to the Department. The authority for you to settle complaints with compensation up to and including \$5000, will remain as stated in the August 26, 1999, follow-up memorandum.

If you have questions about process or procedures, please contact Sherry Hooper, ER Specialists, HRM-WO at (703) 605-5200, extension 3075, or Elizabeth Butler, ECP Program Manager, CR-WO at (202) 205-1053 or visit our Civil Rights Intranet site fswb.wo.fs.fed.us/cr.

/s/ Phil Janik

PHIL JANIK
Chief Operating Officer

cc:
Deputy Chief for Business Operations
CR/HRM Directors
ECP Service Centers
EIP Managers
ER Managers

