

Part A is to be completed by the counselor; part B, by the EO assistant; and part C, by the EEO coordinator.

Dates of mediation _____

A. Counseling time and costs. Specify hours and value of time expended for each person involved in counseling inquiry prior to mediation.

COUNSELOR NAME; WITNESS TITLES	COUNSELING HOURS	PER HOUR RATE	TOTAL DOLLAR VALUE
Counseling time/cost total			

B. Mediation time and costs. Specify hours and value of time expended for each participant in the mediation.

PARTICIPANT	HOURS	PER HOUR RATE	TOTAL DOLLAR VALUE
Mediator			
Complainant			
Complainant's representative			
Settlement official			
Other participants (specify role of each person listed)			
Other mediation costs (specify nature of costs)			
Mediation time/cost total			

C. Settlement costs. List and label any monetary costs related to terms and conditions of mediated settlement, e.g. back pay, restored leave, promotion, training.

NATURE OF COST	VALUE

Settlement cost total	

DCR 4E, March 7, 1997