

Application for Harassment Prevention Factfinding Cadre Program

1. **INTRODUCTION.** The Office of Resolution Management Diversity & Inclusion (ORMDI), Harassment Prevention Program (HPP) has oversight responsibility for allegations of harassment being reported to the HPP office. The Harassment Prevention Factfinding Cadre Program will assist the VA in fulfilling its obligations: (1) to prevent harassment before it becomes severe or pervasive; (2) to conduct a prompt, thorough, and impartial fact-finding into allegations of harassing conduct and (3) to take immediate and appropriate corrective action when the Agency determines that harassing conduct has occurred.

The HPP Factfinding Cadre Program utilizes factfinders to address harassment complaints in the workplace, upon request. Not all HPP complaints require a factfinder. Other avenues can be utilized such as conducting an inquiry, Administrative Investigative Board, VA police investigations, mediations, etc. Factfinder duties are outlined in VA Handbook 0700 and VA Handbook 5979.

The HPP Factfinding Cadre program is accepting applications from VA managers, supervisors, and other non-bargaining unit staff to become collateral duty members of the HPP Factfinder Cadre. If you are interested, please complete the attached application.

2. **REQUIREMENTS.** Applicants must meet the following requirements for selection:

- a. Permanent Duty Station must be at a VA Facility or Staff Office;
- b. 2 years of continued Federal employment;
- c. No pending disciplinary or other adverse actions;
- d. Supervisor's approval of the application;
- e. Successful completion of required fact-finding and/or Administrative Investigation Board (AIB) training as described in VA Handbook 0700.

3. **INSTRUCTIONS.** Please read and complete the application. The application must be digitally signed by the applicant and also have the supervisor approval and digital signature prior to submission to the following email address:

VAFactFinderCadreApp@va.gov.

4. **MISCELLANEOUS.** If you have any questions, please contact Ms. Tahriah Brown or Mr. Larry Holman via email at VAFactFinderCadreApp@va.gov.

**APPLICATION FOR THE HARASSMENT PREVENTION PROGRAM
FACT-FINDING PROGRAM**

1. APPLICANT INFORMATION:

First Name	Last Name
------------	-----------

Job Title	Grade
-----------	-------

Facility Name	City/State
---------------	------------

Office Phone Number	Email Address
---------------------	---------------

- () I Affirm that I have two or more years of continued Federal employment.
- () I affirm that I am not subject to any pending adverse or disciplinary action.
- () I am a non-bargaining unit employee.
- () I have submitted a copy of my training certification along with this application.
- () I affirm that the information in this application is true and correct.

Signature of Applicant

Date

Supervisor's Approval

I, _____, am the supervisor of _____ and confirm that if selected, he/she will be allowed (1) to become a VA Fact-Finding Collateral Duty Fact-Finder; (2) to attend the mandatory Fact-Finding training and successful completion of the training; (3) to commit to conducting 4-8 fact-findings during the first two years under the VA Harassment Prevention Program.

Signature of Supervisor

Date