



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
4551 LLEWELLYN AVENUE
FORT GEORGE G. MEADE, MARYLAND 20755-5000

IMNE-MEA-CPAC

22 AUG 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum # 19, Processing
Negotiated Settlement Agreement (NSA) for Administrative and Negotiated Grievances

1. Under both Administrative and Negotiated Grievance Procedures a deciding official's relief to the grievant must comply with any law, rule or regulation applicable to the matter being grieved. The relief sought must be personal to the employee and may not include a request for disciplinary or other action affecting another employee. A grievant may not grieve the same matter raised in any other grievance, appeal, complaint, or other dispute resolution process.
2. Where the deciding official feels a remedy to the grievance is warranted and that remedy requires a personnel action by the Civilian Personnel Advisory Center (CPAC) or Civilian Personnel Operation Center (CPOC), the terms of the proposed remedy must be discussed with the CPAC and Labor Counselor prior to finalization.
3. The Garrison Commander prior to finalization will review a negotiated settlement agreement resolving a grievance. If the Garrison Commander approves the agreement, the following process will be followed:
 - a. If the settlement agreement resolves a grievance filed under the negotiated procedures, the grievant, union representative, and agency representative's (Labor Counselor) signature will be affixed to the finalized agreement.
 - b. If the settlement agreement resolves a grievance filed under the administrative procedures, the grievant, deciding official, and agency representative's (Labor Counselor's) signature will be affixed to the finalized agreement.
4. Where an agreement binds a directorate to resource expenditure (monetary, equipment, manpower), the director will be consulted prior to final resolution.


DANIEL L. THOMAS
Colonel, Military Intelligence
Commanding

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