



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

REPLY TO  
ATTENTION OF:

IMNE-MEA-EEO

03 FEB 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum #6, Negotiated Settlement Agreement on Informal and Formal Complaints of Discrimination

1. Negotiated settlement of a complaint of discrimination may occur at any stage of the processing of the complaint. The negotiated settlement agreement may include any terms which both parties – management and the complainant – find mutually agreeable for purposes of settlement to include an offer of full relief. Full relief is what a complainant would be entitled to receive if discrimination were found. An offer of full relief may also be made at any stage of the complaint processing. At no time will the term of a negotiated settlement agreement go beyond those terms which would constitute full and complete relief for the complainant.

2. Effective immediately the following is the policy regarding processing negotiated settlement agreements for complaints of discrimination that are being handled in accordance with the complaint procedures outlined in Army Regulation 690-600, (9 March 2004), Equal Employment Opportunity Discrimination Complaints:

a. The Equal Employment Opportunity (EEO) Officer will insure that every reasonable effort is made to reach an informal resolution of all complaints of discrimination. Managers and supervisors at all levels will cooperate fully with the counselors and the EEO officer in their efforts to informally resolve complaints of discrimination.

b. When the aggrieved person agrees to settle the complaint of discrimination, before it reaches the formal level of processing, the terms of the finalized settlement agreement will be approved by the Deputy Installation Commander. After he approves the settlement agreement it must be signed by the complainant and the chief of the directorate or special staff office which the complaint was filed against. This authority will not further be delegated without prior approval of the Installation Commander.

c. When the aggrieved person agrees to settle the complaint of discrimination after it has reached the formal level of processing, the complainant and the Installation Commander will sign the finalized agreement.

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d. Any settlement agreement knowingly and voluntarily agreed to by the parties, reached at any stage of the complaint process, shall be binding on both parties.



EDWARD C. ROTHSTEIN  
Colonel, Military Intelligence  
Commanding

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