



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND
4710 KNOX STREET
FORT BRAGG NC 28310-5010

AFRC-EEO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Coordination of Negotiated Settlement Agreements for Equal Employment Opportunity Cases

1. Purpose. To establish procedures the Army Reserve will follow with respect to negotiated settlement agreements (NSAs) and to clarify how such agreements will be coordinated within the Army Reserve.
2. Applicability. This policy applies to the Army Reserve Headquarters, all Major Subordinate Commands, the 7th Mission Support Command (MSC), the 9th MSC, Fort McCoy, Army Support Area Dix, Devens Reserve Forces Training Area, Fort Hunter Liggett, and Parks Reserve Forces Training Area.
3. Policy. It is the policy of the Army Reserve that all NSAs for the resolution of Equal Employment Opportunity (EEO) matters at any level shall be coordinated with the servicing Civilian Personnel Advisory Center (CPAC), the Army Reserve EEO Office, and the servicing Legal Office before the parties to the agreement sign them.
4. Responsibilities.
 - a. The servicing CPAC will confirm that personnel actions stipulated in NSAs are in accordance with applicable Office of Personnel Management and Army regulations. The CPAC will also ensure the Agency will implement the NSAs in the proposed manner.
 - b. The servicing Legal Office will write the NSAs and examine the terms to ensure accurate advice is provided to the authorized Agency representatives. Terms should be reasonable and in accordance with the long-term best interests of the Army Reserve.
 - c. The Director of the EEO Office, or designee, will review NSAs to ensure that timelines are appropriate and achievable and that NSAs include required language contained in Army Regulation 690-600 or other applicable regulations.
 - d. The Settlement Authority will ensure all terms of the NSA are fully implemented within the prescribed timeframe and will provide the EEO Office with documentation evidencing full compliance.

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5. Negotiated settlement agreements are legally-binding contracts that commit the Army Reserve to take specific official actions which may include certain financial obligations. Coordination of NSAs between servicing Legal, CPAC, and EEO offices will help avoid time-consuming and costly mistakes. Moreover, coordination of NSAs will help prevent allegations of non-compliance and minimize EEO case remands.

6. The point of contact for this memorandum is Ms. Sue Bickford, Army Reserve EEO Director, at susan.k.bickford.civ@mail.mil, (608) 388-3106/3107 (commercial), 1-888-838-4499 (toll free), or 1-800-877-8339 (Federal Relay for the hearing impaired).

ROBERT S. COOLEY, JR.
Brigadier General, U.S. Army
Army Reserve Command Chief of Staff

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Opportunity Cases

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