



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
LITTLE ROCK DISTRICT, CORPS OF ENGINEERS  
POST OFFICE BOX 867  
LITTLE ROCK, ARKANSAS 72203-0867

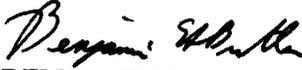
CESWL-OC (690-700(h))

24 September 2001

DISTRICT ENGINEER'S POLICY MEMORANDUM NO. 2001-17

SUBJECT: Settlement and Signature Authority for Employee Personnel Complaints

1. The authority to authorize settlements of employee personnel complaints (such as EEO and grievances) resides with the District Commander. For specific complaints, the Commander may delegate settlement authority to a specific individual.
2. Settlement agreements may be signed only by the District Commander, the Deputy District Commander, or the Deputy District Engineer for Project Management. No other agency official is authorized to bind the District for formal employee settlement agreements, except as provided in the paragraph below.
3. In limited instances during investigations or hearings, (typically if the individual with authority is not reasonably available in person, by telephone or by FAX), the settlement agreement may be signed by the Labor Counselor, but only if the specific settlement agreement has been orally approved by the Commander or his delegate.
4. Prior to final signature, settlement agreements (including settlements of Pre-complaints in the Pre-complaint process) shall be coordinated and reviewed by the affected Division Chief(s), EEO Office, the Office of Counsel and CPAC/CPOC.

  
BENJAMIN H. BUTLER  
Colonel, Corps of Engineers  
Commanding

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