



DEPARTMENT OF THE ARMY
U. S. ARMY SECURITY ASSISTANCE COMMAND
7613 CARDINAL ROAD
REDSTONE ARSENAL, AL 35898-5000

REPLY TO
ATTENTION OF

22 April 2011

AMSAC-EE

MEMORANDUM FOR ALL U.S. ARMY SECURITY ASSISTANCE COMMAND
EMPLOYEES

SUBJECT: U.S. Army Security Assistance Command (USASAC) Policy Memorandum 103.20 –
Delegation of Authority to Settle Complaints

1. Delegation of authority to settle complaints is as follows.

a. **Authority:** To settle complaints for the following:

(1) Agreements up to \$50,000 (this includes informal, formal and U.S. District Court cases).

(2) Complaints involving employees, grades 15 and below (e.g., priority placements, promotions, adverse/disciplinary actions, reassignments and awards).

(3) Allegations of sexual harassment involving employees and managers within a functional division.

Delegated to: Executive Leadership (Deputy to the Commanding General and Program Manager, Saudi Arabian National Guard).

Note: Requires prediscussion and coordination with EEO Director, Civilian Personnel Advisory Center (CPAC) and agency representative.

b. **Authority:** To settle complaints, within established funding and management authorities, for the following:

(1) Allegations of sexual harassment involving employees within their organization.

(2) Restoration of sick/annual leave.

(3) Reasonable accommodations.

(4) Reassignments/details.

(5) Training/developmental assignments.

AMSAC-EE

SUBJECT: U.S. Army Security Assistance Command (USASAC) Policy Memorandum 103.20 –
Delegation of Authority to Settle Complaints

- (6) Evaluations.
- (7) Removal of counseling memorandums and/or documentation.
- (8) Disciplinary actions.
- (9) Any nonmonetary resolutions that do not set precedent.

Delegated to: Division Directors.

Note: Recommend prediscussion and coordination with next-level management. Settlement of formal complaints requires prediscussion and coordination with EEO Director, CPAC and agency representative.

c. **Authority:** The authority to settle EEO precomplaints (informal), within established funding and management authorities, for the following:

- (1) Evaluations.
- (2) Training/developmental assignments.
- (3) Removal of counseling memorandums and/or documentation.
- (4) Assignment of duties.
- (5) Working conditions.
- (6) Restoration of sick/annual leave.
- (7) Reasonable accommodations.
- (8) Any nonmonetary resolutions that do not set precedent.

Delegated to: Branch Chiefs.

Note: Recommend prediscussion and coordination with next-level management.

d. **Authority:** To settle EEO precomplaints (informal), within established funding and management authorities, for the following:

- (1) Restoration of sick/annual leave.

AMSAC-EE

SUBJECT: U.S. Army Security Assistance Command (USASAC) Policy Memorandum 103.20 –
Delegation of Authority to Settle Complaints

- (2) Reasonable accommodations.
- (3) Training/developmental assignments.
- (4) Evaluation.
- (5) Remove counseling memorandums and/or documentation.
- (6) Any nonmonetary resolutions that do not set precedent.

Delegated to: First-line Managers.

Note: Recommend prediscussion and coordination with next-level management.

2. Point of contact for this program is the USASAC EEO Office, 256-450-5628,
DSN 320-5628; or 717-770-6866, DSN 771-6866.


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Commanding