



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
SOUTHWEST REGION
1204 STANLEY ROAD, SUITE 9
FORT SAM HOUSTON, TX 78234-5009

SFIM-SW-HR

APR 29 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Southwest Region Office (SWRO) Installation Management Agency (IMA) Guidance Memorandum #17 – Changes in employee Job Classification as part of Negotiated Settlement Agreement (NSA)

1. REFERENCES.

- a. Southwest Region Interim Guidance #6, 3 Nov 03, Recruitment and Selection Process.
- b. Memorandum, SFIM-HR, 2 May 03, subject: Moratorium on Establishing and Filing New Civilian Positions at Army Garrisons.

2. PURPOSE. To provide guidance to all SWRO Garrisons.

3. APPLICABILITY. These procedures are applicable to all civilian (and/or military) personnel assigned to and/or under the operational control of the SWRO IMA.

4. PROCEDURES. The following is guidance on agreeing to changes in employee job classifications as part of Negotiated Settlement Agreements (NSA's):

- a. Garrison Commanders will instruct labor counselor and authorized representatives that they must not unilaterally agree to proposed EEO, labor complaint, or employee grievance NSA's. Labor counselor and authorized representatives must first obtain command approval prior to NSA terms.
- b. Garrison Commanders will obtain the approval of this office prior to agreeing to position classification changes such as promotions or job title and series changes in order to settle employee complaints and grievances when the agreement involves a grade above GS-12, NAF 4 or above grade 12 under the Federal Wage System.
- c. Settlement agreements involving promotions or new classifications that would be precedent setting (e.g., atypical grades involving commonly occurring positions), are inconsistent with standard job descriptions issued by HQ IMA or HQDA, or are inconsistent with Standard Garrison Organization (SGO) goals must also be approved by this office prior to making the offer.
- d. Garrison Commanders, or equivalents, will ensure compliance and communicate this policy to those authorized to negotiate settlements.

SFIM-SW-HR

SUBJECT: Southwest Region Office (SWRO) Installation Management Agency (IMA)
Guidance Memorandum #17 – Changes in employee Job Classification as part of
Negotiated Settlement Agreement (NSA)

5. PROPONENT. The Human Resources (HR) Division is the proponent for this Guidance Memorandum. POC is Mr. Dennis Treadwell, HR Specialist at (210) 221-1843, DSN 471-1843, or email Dennis.Treadwell@samhouston.army.mil.


HUGH M. EXTON, JR
Director

DISTRIBUTION:

Garrison Commander, Corpus Christi AD, 308 Crecy St., Corpus Christi, TX
78419-5260

Garrison Commander, Fort Bliss, Bldg. 2A Sheridan Road, Fort Bliss, TX 79916

Garrison Commander, Fort Hood, Bldg 1001, Room 312, Fort Hood, TX 76544

Garrison Commander, Fort Huachuca, 2837 Boyd Ave, Fort Huachuca, AZ 85613-7001

Garrison Commander, Fort Irwin, PO Box 105021, Fort Irwin, CA 92310-5021

Garrison Commander, Fort Polk, 7330 Mississippi Ave, Fort Polk, LA 71459

Garrison Commander, Fort Sam Houston, 1206 Stanley Road, Bldg 122, Suite A,
Fort Sam Houston, TX 78234-5001

Garrison Commander, Fort Sill, Bldg 455 McNair Hall, Room 114, Fort Sill, OK 73503

Garrison Commander, Hawthorne AD, 1 South Maine Ave, Hawthorne, NV 89415-9404

Garrison Commander, Lone Star Army Ammunition Plant, Hwy 82 West, Texarkana, TX
75505-9101

Garrison Representative, Louisiana Army Ammunition Plant, PO Box 658, Doyline, LA
71023

Garrison Commander, McAlester Army Ammunition Plant, 1 C Tree Road, McAlester,
OK 74501

Garrison Commander, Pine Bluff Arsenal, 10020 Kabrich Circle, Pine Bluff, AR 71602

Garrison Commander, Presidio of Monterey, 1759 Lewis Road B-614, Monterey, CA
93944-3223

Garrison Commander, Red River Army Depot, 100 Main Drive, Texarkana, TX
75507-5000

Garrison Representative, Riverbank Army Ammunition Plant, 5300 Claus Road,
Riverbank, CA 95367-0670

Garrison Commander, Sierra Army Depot, 74 C Street, Herlong, CA 96113-5000

Garrison Commander, West Coast Command (Prov), Bldg 790 5th Street - Camp
Parks, Dublin, CA 94568-5201

Garrison Commander, White Sands Missile Range, Bldg 100, Headquarters Ave, White
Sands Missile Range, NM 88002

Garrison Director, Yuma Proving Ground, 301 C Street, Yuma, AZ 85365-9124