



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, BAMBERG
UNIT 27535
APO AE 09139-7535

REPLY TO
ATTENTION OF

IMBA-EE

18 July 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy on Alternative Dispute Resolution (ADR) for Equal Employment Opportunity (EEO) Matters

1. Reference: Code of Federal Regulations, Title 29, Part 1614, Federal sector Equal Employment Opportunity, section 1614.105(b)(2); AR 690-600, Equal Employment Opportunity Discrimination Complaints; Equal Employment Opportunity Commission (EEOC) Management Directive (MD) – 715 (<http://www.eeoc.gov/federal/eeomd715.html>).

2. Purpose: To set guidelines for United States Army Garrison (USAG) Bamberg policy on ADR.

3. Applicability: This policy applies to all civilian employees and military supervisors of civilian employees assigned to or under the operational control of USAG Bamberg to include job applicants and former civilian employees.

4. Policy:

a. USAG Bamberg offers voluntary alternative dispute resolution (ADR) to address conflicts, disputes, complaints, grievances, or other dissatisfactions arising in the workplace. Voluntary participation in this process will not adversely affect any individual's statutory and/or regulatory avenues of redress such as EEO complaints. USAG Bamberg EEO Office is responsible for providing additional program guidance and will coordinate the voluntary ADR program.

b. Voluntary ADR is an effective method of resolving workplace disputes and is best described as assisted negotiations between two (or more) parties with impartial mediators facilitating the process but representing neither side of the dispute. Alternative dispute resolution is one of the most powerful tools in resolving conflict in that the two parties retain control over decisions and agreements rather than relinquishing that power to a third party adjudicator. It is particularly useful when the parties must continue some type of relationship (e.g., subordinate/supervisor work relationships or co-workers).

c. To ensure prompt resolution of complaints at the earliest stage, I direct all directors, supervisors and managers to engage in ADR efforts when requested by employees. Likewise, I strongly encourage all employees to consider voluntary ADR as a means of resolving workplace disputes as they arise.

5. The proponent for this policy is the USAG Bamberg Equal Employment Opportunity Office at DSN 469-8750 or Civilian 0951-300-8750


MICHELLE L. BIENIAS
LTC, MI
Commanding

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