



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09107-0401

IMEU-STU-ZA

29 NOV 2011

MEMORANDUM FOR Civilian Employees of USAG Stuttgart

SUBJECT: USAG-Stuttgart Command Policy Letter #40, Alternative Dispute Resolution (ADR) Program

1. REFERENCES:

- a. 29 CFR 1614.102(b)(2); Federal Sector Equal Opportunity, 9 November 1999.
- b. EEOC Management Directive 110, 9 November 1999.
- c. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.
- d. Equal Employment Opportunity Commission Management Directive 715.

2. The United States Army Garrison Stuttgart is committed to using alternative methods for resolving disputes in all its operations, where appropriate and feasible. When used in the appropriate circumstances, Alternative Dispute Resolution (ADR) can significantly reduce the costs of EEO administrative procedures and provide a more expeditious process for resolving discrimination related and general disputes that may arise in the workplace.

3. The ADR program is applicable to all organizations and units assigned to U.S. Army Garrison Stuttgart, U.S. Army Europe (EUCOM), U.S. Army Africa (AFRICOM) and other tenant units employing appropriated and non-appropriated U.S. civilian personnel.

4. The preferred method of ADR throughout the Department of the Army is facilitated mediation with a qualified mediator. Mediation is a voluntary and confidential process where a neutral third party (mediator) helps employees come together to talk and decide how to end their dispute. Mediators must be certified and skilled in conflict resolution and have no official, financial or personal interest in the issue at controversy or in the outcome of the dispute. To preserve the integrity of the ADR program, employees will not serve as mediators within their organization. All external ADR support will be coordinated through the US Army Garrison Stuttgart EEO Office. Funding for all ADR related costs will be the responsibility of the organization where the complaint/dispute originated.


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5. Responsibility and authority for the Garrison's ADR program rests primarily with the EEO Manager. Since all EEO complaints may not be appropriate for ADR, the EEO Manager will review the allegations of discrimination and determine whether the claim is one that could be resolved through the ADR process. Once ADR is offered and the aggrieved elects in writing to participate, it is considered that both parties have knowingly and voluntarily entered into the ADR process. The processing of ADR in discrimination complaints will be conducted pursuant to EEOC and Army regulations, including ensuring the participation of a management official with settlement authority. ADR information will be incorporated into new employee orientation and EEO training.

6. Supervisors, managers and employees have the responsibility to resolve general workplace disputes to enhance productivity and promote harmonious work relationships. U.S. civilian personnel may submit a request for conflict resolution services from the EEO Office to resolve non-EEO work related issues when these issues adversely affect an organizations' mission accomplishment or morale. However, the EEO Manager will review non-EEO related issues and determine whether the claim is one that could be resolved through the ADR process.

7. The POC for the Alternative Dispute Resolution Program is Ms. Eshe Faulcon at eshe.faulcon@us.army.mil.


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Commanding