



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON SCHWEINFURT**  
Unit 25850, Box 10  
APO AE 09033

IMSW-ZA

NOV 29 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #01-06, Alternative Dispute Resolution (ADR) for Equal Employment Opportunity (EEO) Matters

1. Reference. Code of Federal Regulations, Title 29, Part 1614, AR 690-600, Equal Employment Opportunity Discrimination Complaints; Management Directive (MD) – 715.
2. Purpose. To set guidelines for United States Army Garrison (USAG) Schweinfurt 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 Schweinfurt.
4. Policy. USAG Schweinfurt offers voluntary alternative dispute resolution (ADR) to address conflicts, disputes, complaints and 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. ADR is an effective method of resolving workplace disputes and is best described as assisted negotiations between two (or more) parties with an impartial mediator facilitating the process. It is particularly useful when the parties must continue some type of relationship (e.g., subordinate/supervisor work relationships or co-workers).
5. Procedure.
  - a. An aggrieved is offered ADR when she/he is first interviewed by an EEO official during the informal stage of the EEO process. Should the aggrieved invoke her/his right to the ADR process, USAG Schweinfurt has 90 days to attempt resolution. If the dispute is not resolved in the 90 days, the aggrieved has the right to file a formal EEO complaint.
  - b. Aggrieved individuals have the right to representation throughout the complaint process. While the purpose of ADR is to allow the parties to fashion their own resolution to a dispute, it is important that any agency dispute resolution procedure provide all parties the opportunity to bring a representative to the ADR forum if they desire to do so. An agency representative represents the agency and cannot serve as a representative of the responsible agency official. If legal counsel represents an aggrieved during ADR proceedings, then the agency representative (labor counselor) will be there to represent the agency.

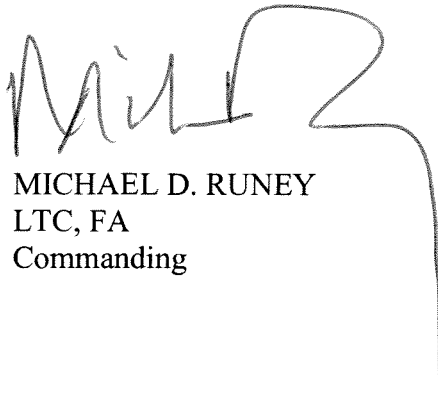
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c. The Department of Army mandates that management partake in the ADR process. However, the EEO office has the discretion to determine whether ADR is the appropriate venue. Nothing said or done during attempts to resolve the complaint through ADR can be made the subject of an EEO complaint.

6. To ensure prompt resolution of complaints, I encourage supervisors and managers to engage in ADR efforts when requested by employees. Employees are also encouraged to consider voluntary ADR as a means of resolving workplace disputes as they arise.

7. Proponent. The point of contact (POC) for this policy is the USAG Schweinfurt Equal Employment Opportunity Office at DSN 354-7067 or Civilian 09721-96-7067



MICHAEL D. RUNEY  
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Commanding

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