



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY
1759 LEWIS ROAD, SUITE 210
MONTEREY, CA 93944-3223

IMWE-POM-ZA

DEC 28 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #3, Alternative Dispute Resolution (ADR)

1. References:

a. Title 29, Code of Federal Regulations, Part 1614, Federal Sector Equal Employment Opportunity.

b. The Administrative Dispute Resolution Act of 1996.

c. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.

2. Purpose: To set guidelines for the United States Army Garrison, Presidio of Monterey's (USAG, POM) 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 the USAG, POM and tenant activities, to include applicants for employment and former employees.

4. Proponent: The proponent for this policy is the Equal Employment Opportunity (EEO) Office, IMWE-POM-EEO, at (831) 242-5105. This policy supersedes the previous policy letter on this subject, dated 23 July 2010.

5. The USAG, POM promotes the use of ADR for early EEO complaint and workplace dispute resolution. I want to make maximum use of mediation, as the ADR process, for expeditiously resolving EEO complaints and workplace disputes.

6. Mediation provides a trained, neutral and impartial third party (mediator) to guide the parties through a structured resolution process. It can be applied for all types of workplace disputes and allows both parties to maintain control over the outcome. The process is swift, confidential and fair.

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7. The primary advantage of mediation is the capability to both resolve differences and improve working relationships. Consequently, when an aggrieved employee accepts an offer by the servicing EEO Office to mediate, management will also participate in the mediation process. In an attempt to resolve workplace disputes, supervisors may utilize the services of a mediator by contacting the EEO Office.

8. Total support for the ADR process is expected. Using mediation will enhance mission readiness, reduce costs and benefit management and employee relations. Supporting this program promotes a work environment conducive to personal and professional excellence.

9. This policy will be brought to the attention of the USAG, POM personnel and tenant activities. A copy of this memorandum will be posted on the EEO website and on all official bulletin boards in compliance with 29 C.F.R. §1614.120(b)(6).



JOEL J. CLARK
COL, SF
Commanding

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