



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER  
AND PRESIDIO OF MONTEREY  
MONTEREY, CALIFORNIA 93944

JUL 23 2010

ATFL-CMDT

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy on Alternative Dispute Resolution (ADR)

1. References:

- a. Title 29, Code of Federal Regulations, Part 1614.
- b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.
- c. The Administrative Dispute Resolution Act of 1996.

2. Purpose: To set guidelines for the Defense Language Institute Foreign Language Center (DLIFLC) and the Presidio of Monterey's (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 DLIFLC and POM, 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 06 December 2008.

5. DLIFLC and 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, 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.

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.

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8. I expect total support for the ADR process and I wholeheartedly encourage its use. 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 all DLIFLC and POM personnel and 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).



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