



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON WIESBADEN  
UNIT 29623  
APO AE 09005-9623

JUN 16 2016

IMWB-ZA

MEMORANDUM FOR All Members of the United States Army Garrison (USAG)  
Wiesbaden Community

SUBJECT: USAG Wiesbaden Command Policy Letter #38, Alternative Dispute  
Resolution (ADR) for Equal Employment Opportunity (EEO) Matters

1. References:

a. Code of Federal Regulations (CFR), Title 29, part 1614, Federal Sector Equal Employment Opportunity, section 1614.105(b)(2) and (f), 1 November 2012.

b. Army Regulation (AR) 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2014.

c. Equal Employment Opportunity Commission (EEOC) Management Directive (MD)- 715 (<http://www.eeoc.gov/federal/eeomd715.html>)

2. Purpose: To establish the commander's policy on Alternative Dispute Resolution.

3. Applicability: This policy applies to all applicants for employment, United States (US) employed Civilians, Military and National supervisors of US Civilians in the Wiesbaden community.

4. Policy: USAG Wiesbaden offers voluntary 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, Inspector General (IG) complaints, formal grievances, appeals, etc. The USAG Wiesbaden EEO Office is responsible for providing additional program guidance and will coordinate the voluntary ADR program.

a. 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. ADR 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).

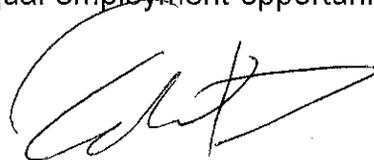
IMWB-ZA

SUBJECT: USAG Wiesbaden Command Policy Letter #38, Alternative Dispute Resolution (ADR) for Equal Employment Opportunity (EEO) Matters

b. To ensure prompt resolution of complaints at the earliest stage, I direct all 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.

c. Civilians should report conflicts, disputes, complaints, or grievances arising in the workplace through their chain-of-command or to the EEO Office.

5. The point of contact for this policy is the EEO Office, located on Clay Kaserne, Building 1025, DSN: 548-2201/2202 or commercial 0611-143-548-2201/2202, email: [usarmy.wiesbaden.imcom-europe.mbx.equal-employment-opportunity@mail.mil](mailto:usarmy.wiesbaden.imcom-europe.mbx.equal-employment-opportunity@mail.mil).



TODD J. FISH  
COL, LG  
Commanding