



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BAUMHOLDER
UNIT 23746
APO AE 09034-0003

REPLY TO
ATTENTION OF

25 SEP. 2012

IMBM-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 2-2, Commander's Policy on Alternative Dispute Resolution (ADR)

1. References:

- a. Title 29, Code of Federal Regulations, Part 1614, Federal Sector Equal Employment Opportunity, dated 9 November 1999.
- b. Army Regulation 690-600, Equal Employment Opportunity Discrimination Complaints, dated 9 February 2004.

2. Purpose: To establish the United States Army Garrison Baumholder policy on Alternative Dispute Resolution.

3. Applicability: This policy directive is applicable to all United States (US) civilian employees and applicants for employment.

4. Intent: To ensure all (US) employees and applicants are aware of the ADR process.

5. General:

- a. The United States Army Garrison Baumholder promotes the use of ADR to quickly resolve Equal Employment Opportunity complaints and workplace disputes.
- b. 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.
- c. The primary advantage of mediation is a 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.

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6. Responsibilities: Maximum use of this mediation process which is the Army's preferred method of ADR, is my intent. 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.
7. This policy will be brought to the attention of all personnel and a copy of this memorandum will be posted on the EEO website and on all official bulletin boards.
8. POC for this policy is the USAG Baumholder EEO Office, DSN 485-7118/7450.



MICHAEL D. SULLIVAN
LTC, AR
Commanding

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