



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE
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FORT LEE, VIRGINIA 23801

AMIM-LEG-EE (1)

MEMORANDUM FOR All Garrison Fort Lee Personnel

SUBJECT: Command Policy #22-04, Alternative Dispute Resolution (ADR)

1. Reference 29 CFR 1614, Federal Sector Equal Employment Opportunity (EEO), Subpart A (Agency Program to Promote EEO).
2. Purpose. This policy supersedes Fort Lee Policy No. 21-04, dated 25 August 2020. The U.S. Army Garrison and Fort Lee, in compliance with 29 CFR 1614, has established the use of Alternative Dispute Resolution (ADR), specifically mediation, for early resolution of EEO complaints. It is the policy of the US Army Garrison and Fort Lee to use mediation as the ADR process for resolving EEO complaints expeditiously.
3. Applicability. Mediation provides a trained, neutral, and impartial third-party (mediator) to guide the parties through a structured process to resolution. It can be applied to most workplace disputes and allows both parties to maintain control over the outcome. The process is swift, confidential, fair, low cost, and non-adversarial in nature.
4. Policy. The primary advantage of mediation is the ability to resolve differences and improve shattered relationships. Consequently, when an aggrieved employee accepts an offer to participate in the mediation process, it is recommended that the management official with settlement authority also participates.
5. Procedures. Your support in future education and training efforts of this important program will further the purposes of the EEO process by assisting in the quick and efficient resolution of workplace disputes.
6. For more information, please contact the Equal Employment Opportunity Staff located at 1403 Mahone Avenue, Building 9028, Suite D, Fort Lee, VA 23801, by calling 804-734-6668, or emailing usarmy.lee.imcom.mbx.lee-eeo-webauthor@mail.mil.

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Commanding