



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON FORT MEADE  
4551 LLEWELLYN AVENUE  
FORT GEORGE G. MEADE, MARYLAND 20755-5000

AMIM-MEG-EE (RN 690-12a)

AUG 18 2022

MEMORANDUM FOR All Department of the Army Civilians Assigned to, or under the Operational Control of, U.S. Army Garrison, Fort Meade

SUBJECT: Command Policy Memorandum #4-Alternate Dispute Resolution for Workplace Disputes

1. Reference AR 690-600, Equal Employment Opportunity Discrimination, 9 Feb 04.
2. USAG Meade offers voluntary alternative dispute resolution (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 Meade EEO Office is responsible for providing additional program guidance and will coordinate the voluntary ADR program.
3. 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. Alternative dispute resolution is one of the most powerful tools in resolving conflict because 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 or coworkers).
4. The ADR neutral/mediator is an unbiased, third party trained in ADR techniques. The ADR neutral will:
  - a. Facilitate open communication between the aggrieved and designated management official in a collaborative, nonadversarial manner;
  - b. Advise the EEO officer of any proposed settlement. The EEO officer is responsible for assuring necessary coordination and completion of any settlement agreement; and
  - c. Advise the EEO officer if resolution is not achieved.
5. To ensure prompt resolution of disputes at the earliest stage, I direct all supervisors and managers to engage in ADR efforts when requested by employees. Likewise, I

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strongly encourage all employees to consider voluntary ADR as a means of resolving workplace disputes as they arise.

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

7. POC for this policy is the USAG Fort Meade EEO Office at (301) 677-6298.



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Commanding