



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON PICATINNY ARSENAL**  
**119 BUFFINGTON ROAD**  
**PICATINNY ARSENAL NJ 07806-5000**

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17 June 2020

**MEMORANDUM FOR All Picatinny Arsenal Employees**

**SUBJECT: U.S. Army Garrison Picatinny Arsenal, Policy Memorandum #2 Equal Employment Opportunity (EEO) – Alternative Dispute Resolution (ADR) Program**

1. Purpose. As the Picatinny Arsenal Garrison Commander, I am personally committed to providing a workplace that is free from violence by establishing preventative measures, by holding perpetrators of violence accountable, and by providing assistance and support to victims of workplace violence.

2. References:

- a. Administrative Dispute Resolution Act of 1990 (5 USC s771 et seq).
- b. 29 Code of Federal Regulations (CFR) 1614, subject: Federal Sector Equal Employment Opportunity, dated 9 Nov 99.
- c. EEOC, EEO Management Directive 110, subject: Federal Sector Complaints Processing Manual, dated 9 Nov 99.
- d. Army Regulation (AR) 690-600, subject: EEO Discrimination Complaints dated 9 Feb 04.

3. Applicability. This policy applies to all Picatinny Arsenal Employees. A copy of this policy will be posted on all official bulletin boards, official websites, and made available upon request.

4. Policy.

- a. It is Army policy to encourage the voluntary use of the alternative dispute resolution processes, such as mediation, to resolve administrative disputes as early as possible, by the fastest and least expensive methods available, and the lowest possible organizational level.
- b. The U.S. Army Garrison Picatinny Arsenal is firmly committed to utilizing ADR as a mechanism for resolving disputes in all activities where appropriate. When used properly, ADR provides an effective, efficient, less expensive process, reduces litigation, and yields more productive results in eliminating conflict.

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c. The U.S. Army Garrison Picatinny Arsenal and Picatinny Arsenal have established an ADR team consisting of the EEO Officer, complaints manager, labor attorney, CPAC officials and managers. The team meets to consider if ADR is appropriate to offer to an aggrieved individual.

d. The ADR process is available during the formal and informal phase of the administrative complaint process. Mediation, which is facilitated with a qualified neutral party, is the preferred form of ADR within the Department of the Army.

(1) The purpose of mediation is to enhance both party's ability to resolve differences and improve dysfunctional relationships.

(2) Mediation allows both parties to maintain control over the outcome. Rather than leaving the decision to a third party, such as an Administrative Judge, mediation can be an opportunity to reach an agreement that works for the aggrieved employee and the agency.

(3) The Department of Defense Civilian Personnel Advisory Service (DCPAS) Investigations and Resolutions Directorate (IRD) will provide mediation services for EEO complaints that are deemed appropriate by the Alternative Resolutions Dispute Team.

e. Mediation for the aggrieved is voluntary. Managers have an affirmative duty to cooperate in the ADR program. I strongly encourage the proactive use of mediation in resolving conflicts and/or EEO complaints at the lowest level.

f. If a negotiated settlement agreement is reached during mediation, the EEO Office is responsible for monitoring compliance of the agreement, however, the ultimate responsibility for compliance rests with management officials. When the terms of agreement have not been met within the agreed upon timelines, the EEO Office is to notify me immediately so that corrective action can be taken. Directors will be held accountable for DA findings of non-compliance.

g. This policy will be permanently posted on all official bulletin boards and websites.

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5. Proponent: U.S. Army Garrison Picatinny Arsenal, Directorate of Equal Employment Opportunity. The Director of Equal Employment Opportunity can be reached at (973) 724-6953 or [clint.e.haskell.civ@mail.mil](mailto:clint.e.haskell.civ@mail.mil).

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LTC, SF  
Commanding