



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, US ARMY GARRISON, FORT STEWART/HUNTER ARMY AIRFIELD**  
**1791 GULICK AVENUE**  
**FORT STEWART, GEORGIA 31314**

AMIM-SHG-EE (690)

MEMORANDUM FOR All Fort Stewart and Hunter Army Airfield (FS/HAAF) Personnel

SUBJECT: U.S. Army Garrison Fort Stewart and Hunter Army Airfield Policy Memorandum #4, Equal Employment Opportunity (EEO) - Alternative Dispute Resolution (ADR) Program

1. REFERENCES.

- a. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.
- b. EEOC EEO MD-715, Equal Employment Opportunity, Management Directive 715, 1 October 2003.
- c. DOD Directive 5145.5, Alternative Dispute Resolution, 22 April 1996.

2. PURPOSE. To provide the Commanders policy on the EEO – ADR program.

3. APPLICABILITY. This policy applies to all U.S. Army Garrison civilian personnel working at FS/HAAF and will be permanently posted on all official bulletin boards and websites.

4. POLICY.

a. It is Army policy to encourage the voluntary use of alternative dispute resolution processes, such as mediation, to resolve administrative disputes as early as possible and at the lowest possible organizational level.

b. The U.S. Army Garrison FS/HAAF is firmly committed to utilizing ADR as a mechanism for resolving disputes in all activities where appropriate. When used properly, ADR provides an effective and efficient process that reduces litigation and can yield more productive results in eliminating conflict.

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

- 1) The purpose of mediation is to enhance both parties ability to resolve differences and improve communicational relationships.
- 2) A mediator is an objective and impartial person who facilitates communication between the aggrieved person and settlement official, thereby avoiding excessive costs, delays and uncertain outcomes.
- 3) The mediation process is confidential, fair, and non-adversarial.

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d. Mediation for the aggrieved is voluntary. U.S. Army Garrison FS/HAAF management officials will participate in ADR when requested by an aggrieved person in the EEO complaints process. I strongly encourage the proactive use of mediation in resolving conflicts and/or EEO complaints at the lowest level.

5. PROPONENT. The Equal Employment Opportunity Office is the proponent for this policy. Point of contact the Equal Employment Manager, commercial (912) 767-4074 or DSN 870-4074.

MANUEL F. RAMIREZ  
COL, MI  
Commanding