



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON WIESBADEN  
UNIT 29623  
APO AE 09005-9623

IMWB-ZA

31 JUL 2018

MEMORANDUM FOR United States Army Garrison (USAG) Wiesbaden Community

SUBJECT: USAG Wiesbaden Command Policy Letter #38, Alternative Dispute Resolution (ADR) for Equal Employment Opportunity (EEO) Matters

1. References:

- a. Code of Federal Regualtions, Title 29, Part 1614, Sections 102 & 105.
- b. Army Regulation 690-600, Equal Employment Oppourtuntiy Discrimination Complaints.
- c. U.S. Equal Employment Opportunity Commission Management Directive 110, Chapter 3, Alternative Dispute Resolution for EEO Matters.

2. Purpose: To establish the commander's policy on Alternative Dispute Resolution (ADR).

3. Applicability: This policy applies to all applicants for employment, United States (US) employed civilians, military, and local national supervisors of U.S Civilians in the Wiesbaden community.

4. Policy: USAG Wiesbaden offers voluntary 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 Wiesbaden EEO Office is responsible for providing additional program guidance and will coordinate the voluntary ADR program.

- a. 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. The mediators do not represent either side of the dispute. ADR 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 work relationships or co-workers).

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b. To ensure prompt resolution of complaints at the earliest stage, I direct all supervisors and managers to engage in ADR efforts when requested by employees. Likewise, I strongly encourage all employees to consider voluntary ADR as a means of resolving workplace disputes as they arise.

c. Conflicts, disputes, complaints, or grievances arising in the workplace should be reported through the individual's chain-of-command or to the EEO Office.

5. The point of contact for this policy is the EEO Office, located on Clay Kaserne, Building 1025. The EEO Office can be reached by phone at DSN 548-2201/2202 or commercial 0611-143-548-2201/2202 or via email at [usarmy.wiesbaden.imcom-europe.mbx.equal-employment-opportunity@mail.mil](mailto:usarmy.wiesbaden.imcom-europe.mbx.equal-employment-opportunity@mail.mil).

  
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