



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON HOHENFELS  
UNIT 28216  
APO AE 09173

IMEU-HHF-EEO

1 July 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Alternative Dispute Resolution - Policy #10

1. It is the policy of USAG Hohenfels to offer voluntary alternative dispute resolution to address conflicts, disputes, complaints, grievances, or other dissatisfactions arising in the work place. Voluntary participation in this process will not adversely affect any individual's statutory and/or regulatory avenues of redress such as Equal Employment Opportunity (EEO) complaints, inspector general (IG) complaints, formal grievances, appeals, etc. The Equal Employment Opportunity Office provides guidance and coordinates the voluntary alternative dispute resolution program.

2. Voluntary alternative dispute resolution has proven to be an effective method of resolving work place conflict and it is best described as assisted negotiations between two (or more) parties with impartial mediators facilitating the process but representing neither side of the dispute. It is a private process with each party empowered to decline further discussion and to independently determine whether an agreement is possible or necessary. Alternative dispute resolution is one of the most powerful tools in resolving conflict in that the two parties retain control over decisions and agreements rather than relinquishing that power to a third party adjudicator. Alternative dispute resolution is particularly useful when the two parties must continue some type of relationship (i.e., such as co-workers, subordinate to a supervisor, etc.). To ensure prompt resolution of a complaint at the earliest stage, I ask all supervisors and managers to engage in alternative dispute resolution efforts when requested by employees.

3. I strongly encourage all employees to consider voluntary alternative dispute resolution as a means of resolving work place dissatisfactions as they arise. If you need more information regarding the alternative dispute resolution process contact the Equal Employment Opportunity Office at 466-2052/4426.

4. This policy memorandum will be permanently posted on all Official Bulletin Boards to allow maximum viewing by all personnel.

  
KEVIN J. QUARLES  
LTC, IN  
Commanding

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