



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND
501ST MILITARY INTELLIGENCE BRIGADE
UNIT 15282
APO AP 96205-5282

IADK-Z

21 OCT 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Policy Letter #27 – Equal Employment Opportunity (EEO) and Alternative Dispute Resolution (ADR)

1. Reference:

- a. AR 690-12 (EEO and Affirmative Action) 4 March 1988.
- b. AR 690-600 (EEO Discrimination Complaints) 9 February 2004.

2. Purpose. To reiterate the 501st Military Intelligence Brigade's commitment to using ADR to prevent, minimize escalation of, and resolve disputes among employees at the earliest stage possible, and in a cost-effective manner.

3. Every Family member and Civilian, or applicant for employment has the right to receive equal employment opportunity and fair treatment regardless of race, sex, religion, color, national origin, age (civilian employee only), or handicap (civilian employee only), and to serve in a workplace free of sexual harassment. This policy applies on and off post (military only), during duty and non-duty hours.

4. We must ensure that EEO is a fact for all 501st Military Intelligence Brigade personnel and that complaints, investigations, and substantiated allegations are handled appropriately. Members of the command, who believe they have been unlawfully discriminated against, can file a complaint without fear of intimidation or threat of reprisal (see Brigade Policy Letter #3 for Complaint Procedures).

5. EEO cannot be achieved without the deliberate support of each of us. It is an integral part of the responsibilities of each manager and supervisor. The degree of effort expended to further the goals of the civil rights program and the results attended till be factors in evaluation and performance ratings. This policy is my personal commitment to EEO.

6. The efficient and effective use of ADR encourages open and honest dialogue that focuses on common interest so participants can find reasonable and satisfying solutions. In appropriate disputes, the command encourages the use of ADR in an effort to achieve consensual resolution. Resolving conflict in a constructive and timely manner is critical to the 501st Military Intelligence Brigade's mission.

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7. Specifics. Anyone who believes they have been discriminated against can file complaints without fear of intimidation, reprisal, or harassment (see Brigade Policy Letter #3 for Complaint Procedures). Improving the work environment is a never ending responsibility. There is a continuous process of problem identification, assessment, solution, and evaluation which encompasses all facets of work, including relationships among employees, supervisors, and management. All employees are encouraged to participate in ADR, and to cooperate with ADR Program officials. The use of ADR is voluntary for all participants and is most effective when both parties want to achieve mutually satisfying results. ADR is no substitute for existing administrative or appellate processes such as the discrimination or grievance processes. It merely supplements these processes. If the dispute is not resolved through ADR, the individual retains the right to pursue redress through the appropriate process.

8. The point of contact for this policy letter is the Brigade Equal Opportunity Liaison at DSN 315-754-8551.



DERRICK S. LEE
COL, MI
Commanding

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