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

IADK-Z

JUN 24 2013

MEMORANDUM FOR ALL 501st Military Intelligence Brigade Personnel

SUBJECT: Policy Memorandum #29, Alternative Dispute Resolution (ADR)

1. REFERENCES:

a. AR 690-12, EEO and Affirmative Action, dated 4 Mar 88, AR 690-600.

b. EEO Discrimination Complaints, dated 9 Feb 04.

c. EEO Management Directive 715, dated 9 Nov 99.

d. 501st MI BDE Policy Memorandum #2a, on Complaint Procedures, dated 1 Sep 12.

2. This policy statement reiterates the 501st MI BDE 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. 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 MI BDE mission.

4. 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 on 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.

5. Anyone who believes they have been discriminated against can file complaints without fear of intimidation, reprisal, or harassment. 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.

6. The 501st MI BDE POC is Ms. Agnes Bailey at DSN 315-723-3982/8065.

JASON A. CHUNG
COL, MI
Commanding

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