



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
US ARMY GARRISON-ROCK ISLAND ARSENAL
1 ROCK ISLAND ARSENAL
ROCK ISLAND, ILLINOIS 61299-5000

REPLY TO
ATTENTION OF

IMRI-ZA

OCT 30 2012

MEMORANDUM FOR All US Army Garrison-Rock Island Arsenal Employees

SUBJECT: Equal Employment Opportunity (EEO) Alternate Dispute Resolution Program - Policy Memo #B-10

1. Applicability and Effective Date. This policy statement is applicable to all employees of the US Army Garrison-Rock Island Arsenal and is effective immediately.

2. General. The Equal Employment Opportunity Commission (EEOC) has mandated that an Alternative Dispute Resolution (ADR) Program be offered to employees on a voluntary basis to resolve workplace disputes. The Installation Management Command and the Department of the Army encourage the use of ADR when appropriate.

3. Operational Procedures:

a. It is in the best interest of all of us to create and maintain a harmonious and unified work environment that draws upon the talents and contributions of each individual.

b. Workplace disputes interfere with mission accomplishment, create disharmony, and distract personnel from their duties. The traditional EEO complaint process is time consuming and can be very expensive. Under the traditional EEO process, third parties make decisions and the complainant has little control over the process or the outcome.

c. Alternative Dispute Resolution (ADR) has several advantages over traditional dispute resolution processes:

(1) ADR promotes healthy employment relationships by including the parties directly in reaching a resolution.

(2) ADR expedites resolution so a situation does not escalate.

(3) ADR recognizes the importance of the continuing employment relationship.

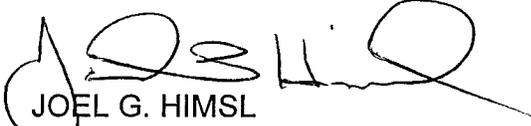
4. Summary. Use of the ADR process enhances our ability to work together to accomplish our mission. I encourage you to support the objectives of the ADR program and to use it for workplace issues that arise.

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5. A copy of this memorandum will be permanently displayed on official bulletin boards and posted on official websites. Supervisors are also encouraged to circulate this memorandum among employees and to document that this has been done.

6. Questions concerning this policy may be addressed to the US Army Garrison Equal Employment Opportunity Office, IMRI-EE, extension 2-7747 or e-mail: shirlene.k.appleby.civ@mail.mil.



JOEL G. HIMSL
Garrison Manager