



DEPARTMENT OF THE ARMY
UNITED STATES ARMY ACQUISITION SUPPORT CENTER
9900 BELVOIR ROAD, BUILDING 201, SUITE 101
FORT BELVOIR, VIRGINIA 22060-5567

SFAE-ASC

4 September 2024

MEMORANDUM FOR RECORD

SUBJECT: U.S. Army Acquisition Support Center Alternative Dispute Resolution Policy

1. References.

a. 29 Code of Federal Regulations (CFR), section 1614.102 (Agency program), paragraph (b)(2)

b. Army Regulation 690–600 (Equal Employment Opportunity Discrimination Complaints), 9 February 2004

2. Purpose. To provide the organization's Alternative Dispute Resolution (ADR) policy and procedures.

3. Applicability. This policy applies to all personnel assigned to, or under the operational control of, the Headquarters, United States Army Acquisition Support Center (USAASC), including civilians, former employees, applicants for employment who have been referred, and, in limited cases, government contractors.

4. Policy. USAASC supports the objectives of ADR for workplace issues and encourages individuals involved in employment disputes to seriously consider and avail themselves of the benefits of the ADR Program.

5. Procedures.

a. Equal Employment Opportunity Commission (EEOC) regulations in reference 1.a. require agencies to establish or make available an ADR program at the informal and formal stages of the Equal Employment Opportunity (EEO) process.

b. Pursuant to references 1.a. and 1.b., the following guidance is provided for all USAASC activities:

(1) Workplace disputes interfere with mission accomplishment, create disharmony and distraction, and are time-consuming and expensive. To avoid or minimize the adverse impact of such disputes, USAASC will coordinate ADR to assist in resolving workplace disputes.

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(2) Maintaining a world-class workforce requires strategic efforts to tap into the intellectual capital of our global economy. USAASC seeks to resolve a variety of workplace conflicts in a prompt, impartial, confidential, nondiscriminatory, and constructive manner without fear of reprisal. ADR is a collective term for the ways that parties can amicably settle disputes with the help of a neutral third party. ADR is an informal, cost-effective conflict solution that allows the parties in the dispute to discuss and develop their own resolutions. Mediation is an informal meeting between parties that is conducted by an impartial third party, a mediator, who has no stake in the outcome of the dispute. ADR is USAASC's preferred method for conflict resolution.

(3) The ADR program is designed to decrease the incidence of formal complaints. Supervisors and employees do not need to engage the EEO or administrative grievance processes should they wish to access it.

6. Proponent. The proponent for this policy is the of Inclusion, Diversity, Equity and Accessibility (IDEA) Office. For more information on the ADR process, contact the IDEA office at usarmy.belvoir.usaasc.mbx.usaasc-eeo-complaints@army.mil.

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Director