



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

SFAE

21 March 2025

MEMORANDUM FOR All United States Army Acquisition Support Center Personnel

SUBJECT: U.S Army Acquisition Support Center Alternative Dispute Resolution (ADR) 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), 6 February 2025

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 different methods 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 a method of ADR, where there 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. Mediation is the Army and USAASC's preferred method for conflict resolution.

(3) The ADR program is designed to decrease the incidence of formal complaints. Supervisors and/or employees do not have to engage in the EEO administrative process or administrative grievance processes to access ADR.

6. Proponent. The proponent for this USAASC policy is the USAASC EEO Office. For more information on the ADR process or mediation, contact the EEO Office at [usarmy.belvoir.usaasc.mbx.usaasc-eeo-complaints@army.mil](mailto:usarmy.belvoir.usaasc.mbx.usaasc-eeo-complaints@army.mil).

7. The point of contact for action is Mr. Frank R. Gonzalez, Director USAASC Equal Employment Opportunity Office, [frank.r.gonzalez3.civ@army.mil](mailto:frank.r.gonzalez3.civ@army.mil) or Mrs. Tiphonie Brackins, Branch Chief, Complaints and Compliance, [Tiphonie.n.brackins.civ@army.mil](mailto:Tiphonie.n.brackins.civ@army.mil).

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Director