



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON  
PICATINNY ARSENAL, NEW JERSEY 07806-5000



IMNE-PIC-ZA

4 May 2011

MEMORANDUM FOR ALL PICATINNY EMPLOYEES

SUBJECT: Alternative Dispute Resolution (ADR) Program

1. PURPOSE: It is the policy of the Garrison that employees should have an opportunity to present their work-related complaints and to appeal management decision through an Alternate Dispute Resolution (ADR) process if offered by the Equal Employment Opportunity (EEO) Officer. The Garrison will attempt to promptly resolve all disputes that are appropriate for handling under this policy.

2. SCOPE: This policy applies to all Garrison personnel.

3. POLICY:

a. An appropriate dispute is defined as an employee's expressed dissatisfaction concerning an interpretation or application of a work-related policy by management, supervisor, or other employees. Examples of matters that may be considered appropriate disputes under this policy include:

1) A belief that policies, practices, rules, regulation, or procedures have been applied inconsistently to an employee (this does not include issues of a security clearance).

2) Treatment considered unfair by an employee, such as coercion, reprisal, harassment (including sexual harassment), or intimidation.

3) Alleged discrimination because of race, color, sex, age (40+), religion, national origin, genetic information, or reprisal (prior EEO activity).

b. ADR technique will be used as an alternative to formal administrative procedures or litigation to the maximum extent possible. Activities will seek to use ADR, with a particular emphasis on the Mediation method.

c. Directors' supervisors and employees are strongly encouraged to use ADR within the agency. Contact the Garrison EEO Office, 973-724-4402/6367/6953/6368 for details.

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4. PROPONENT: The Garrison Equal Employment Opportunity Office is the proponent for this policy. POC is Mr. Malcolm Walker, Installation EEO Officer, commercial (973) 724-6368 and DSN 880-6368.



HERB KOEHLER  
LTC, LG  
Garrison Commander