



## DEFENSE CONTRACT MANAGEMENT AGENCY

3901 ADAMS AVENUE, BUILDING 10500  
FORT LEE, VA 23801-1809

DCMA-DPS 005

### MEMORANDUM FOR ALL DCMA EMPLOYEES AND APPLICANTS

SUBJECT: Policy Statement on Alternative Dispute Resolution

Defense Contract Management Agency (DCMA) supports the use of Alternative Dispute Resolution (ADR) to resolve workplace disputes at the lowest level. The Equal Employment Opportunity (EEO) Director is designated as the responsible proponent for ADR program administration and oversight. Mediation is the preferred method; it offers parties an opportunity to openly express their positions and interests in resolving disputes. ADR reinforces Equal Employment Opportunity Commission's core principles of voluntariness, neutrality, confidentiality, and enforceability.

- *Voluntariness.*

Participation in EEO ADR is voluntary for the aggrieved party. However, participation is mandatory for managers and supervisors once the aggrieved has elected ADR. The EEO Director will decide on a case-by-case basis whether it is appropriate to offer ADR. If ADR is offered, the directorate with settlement authority will determine who will participate in mediation and approve the agreed-upon resolution. However, the Responsible Management Official cannot be the Agency's Settlement Official. Participants are required to negotiate in good faith, regardless of merit, but are under no obligation to reach a settlement that is not satisfactory to all parties.

- *Neutrality.*

To ensure neutrality, mediation will be conducted by a neutral third party. The EEO Office is responsible for ensuring that the assigned mediator is neither acquainted with, nor an employee from, the same unit as the aggrieved party or the management official with settlement authority.

- *Confidentiality.*

As a means to promote open and frank discussion, all participants must agree, in writing, that any information disclosed during the EEO ADR process will remain confidential whether or not EEO ADR is successful.

- *Enforceability.*

If resolution is achieved during our ADR process, the terms of the resolution will be set forth in a written negotiated settlement agreement that is binding upon both parties.

I encourage employees and management officials to participate in the EEO ADR process to resolve workplace disputes at the lowest possible level and improve productivity throughout DCMA. Any questions should be directed to the ADR Manager at (804) 609-4078 or [debra.l.simmon.civ@mail.mil](mailto:debra.l.simmon.civ@mail.mil).

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