



WASHINGTON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS, WASHINGTON NATIONAL GUARD
CAMP MURRAY, TACOMA, WA 98430-5000

COMMAND POLICY MEMORANDUM

J1-SEEM

1 November 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Alternative Dispute Resolution (ADR)

1. The purpose of this memorandum is to outline procedural guidelines concerning Alternative Dispute Resolution (ADR) within the Washington National Guard. ADR is a form of mediation which can be used to successfully resolve workplace disputes in an informal fashion. It is an alternative to the formal process of Equal Employment Opportunity (EEO) complaints, Inspector General (IG) complaints, and labor grievances (technician employees), which take considerably more time and resources to resolve. While all employees of the Washington National Guard, technician, AGR, and traditional, have the inherent right to file such formal complaints, the use of ADR as an alternative option is highly encouraged by managers and supervisors in order to come to a timely and appropriate resolution to a conflict within the workplace.

2. For ADR services, the Washington National Guard has joined the Seattle Federal Executive Board Consortium (SFEBC), a partnership with 180 other public sector agencies at the Federal, State, County, and City level throughout the State of Washington. The SFEBC is made up of Washington State and DOD certified and trained mediators who provide their services under an interagency collateral basis. Mediators under this program are third-party neutrals who only mediate disputes outside their own agency. They are to be impartial to the parties involved, having no prior acquaintances or knowledge of the incident(s), prior to being assigned as mediators. Mediation sessions are conducted in private, and all matters or issues discussed in mediation sessions are completely confidential; no public record will be made of the proceedings or statements made by the participating parties.

3. ADR is to be used while EEO complaints, IG complaints, and labor grievances are in the informal stage. Employee participation in ADR is voluntary, however strongly encouraged in order to resolve disputes at the lowest level possible. ADR allows the parties involved to come to an agreement on the best resolution to their problem in a timely manner, avoiding the more lengthy formal complaint and/or grievance process. The mediator's role in ADR is not to make a judgment or arbitrate a decision in the case, but rather to guide the parties involved to an appropriate agreement. Ultimately, all parties involved must agree on the final resolution. The final resolution and participation in ADR is not binding for the employee; if ADR is unsuccessful, the employee still has the right to pursue their complaint through formal complaint and/or grievance channels such as EEO, IG, and labor relations (technician employees).

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4. The point of contact for the ADR program in the Washington National Guard is the State Equal Employment Manager (SEEM), CPT Kurt A. Rorvik. If you have questions concerning the ADR program, or would like to schedule mediation services, contact him at (253) 512-8348 and/or Kurt.Rorvik@ng.army.mil.

TIMOTHY J. LOWENBERG
Major General, WA ANG
The Adjutant General

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