



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BAVARIA
UNIT 28130
APO AE 09114-8130

IMBA-EE

JUL 24 2016

MEMORANDUM FOR All USAG Bavaria Military and Civilian Personnel

SUBJECT: USAG Bavaria Policy Letter #3, Alternative Dispute Resolution (ADR) for Equal Employment Opportunity (EEO) Matters

1. Reference AR 690-600, Equal Employment Opportunity Discrimination Complaints.
2. USAG Bavaria offers voluntary alternative dispute resolution (ADR) to address conflicts, disputes, complaints, grievances, or other dissatisfactions arising in the workplace. Voluntary participation in this process will not adversely affect any individual's statutory and/or regulatory avenues of redress such as EEO complaints, Inspector General (IG) complaints, formal grievances, appeals, etc. The USAG Bavaria EEO Office is responsible for providing additional program guidance and will coordinate the voluntary ADR program.
3. Voluntary ADR is an effective method of resolving workplace disputes and is best described as assisted negotiations between two (or more) parties with impartial mediators facilitating the process but representing neither side of the dispute. Alternative dispute resolution is one of the most powerful tools in resolving conflict because the two parties retain control over decisions and agreements rather than relinquishing that power to a third party adjudicator. It is particularly useful when the parties must continue some type of relationship (e.g. subordinate/supervisor or coworkers).
4. To ensure prompt resolution of complaints at the earliest stage, I direct all supervisors and managers to engage in ADR efforts when requested by employees. Likewise, I strongly encourage all employees to consider voluntary ADR as a means of resolving workplace disputes as they arise.
5. Civilians should report conflicts, disputes, complaints, or grievances arising in the workplace through their chain-of-command or to the EEO Office.
6. POC for this policy is the USAG Bavaria EEO Office at 475-8360 or 475-6390.


LANCE C. VARNEY
COL, IN
Commanding



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MEMORANDUM FOR All USAG Bavaria Military and Civilian Personnel

SUBJECT: USAG Bavaria Policy Letter #4, Equal Employment Opportunity (EEO) and Complaint Procedures

1. Reference AR 690-600, Equal Employment Opportunity Discrimination Complaints.
2. Army readiness begins with people, and how we treat our employees directly affects their performance. Successful mission accomplishment can only be achieved in an environment of mutual respect and fair treatment. Federal laws and regulations prohibit discrimination based on race, color, religion, sex/gender, national origin, age, physical or mental disability, genetic information and/or reprisal for protected EEO activity.
3. I expect commanders, managers, and supervisors to apply EEO principles to all personnel management policies, procedures, and actions that affect employment, to include recruiting, hiring, promotions, training, awards, assignments, discipline, terminations, performance appraisals, and overseas tour extensions.
4. Leaders at all levels will adhere to EEO principles to accomplish our mission. I direct managers, supervisors, and employees to participate in annual EEO training and encourage their participation in EEO activities (serving as a collateral duty EEO Counselor or Mediator). All supervisors must lead by example, show respect to others, create a positive work environment, ensure EEO principles are discussed during counseling and included in supervisory performance evaluations.
5. Civilian employees, former employees, and applicants for employment who believe they have been discriminated against must initiate a precomplaint within 45 calendar days of the matter alleged to be discriminatory or the personnel action alleged to be a discriminatory action. Untimely filing may result in the complaint being dismissed.
6. POC for this policy is the USAG Bavaria EEO Office at 475-8360/6390.


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MEMORANDUM FOR All USAG Bavaria Military and Civilian Personnel

SUBJECT: USAG Bavaria Policy Letter #5, Prevention of Sexual Harassment and Anti-Harassment

1. References:

- a. Code of Federal Regulations, Title 29, Part 1614, Federal Sector Equal Employment Opportunity, section 1614.101(a) and 1614.105.
- b. Army Directive 2015-40, Implementing Procedures for Anti-Harassment Policy.
- c. AR 690-12, Equal Employment Opportunity and Affirmative Action.

2. I value people as our most important asset, and am committed to fostering an environment free of any and all forms of harassment.

3. Harassment violates EEO laws and is discriminatory when unwelcomed conduct is based on race, color, religion, sex/gender, (whether or not of a sexual nature; to include pregnancy, sex stereotyping, sexual orientation and sexual identity), national origin, age (40 or older), disability, genetic information or retaliation for prior EEO participation when:

- a. An employee's acceptance or rejection of such conduct explicitly or implicitly forms the basis for a tangible employment action affecting the employee, or

- b. The conduct is sufficiently severe or pervasive as to alter the terms, conditions, or privileges of the employment enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

4. No person in a supervisory or command position should use or condone any form of harassment to control, influence, or affect the career, pay, or job of a civilian employee. No one should engage in deliberate or repeated harassment of others or creation of a hostile work environment.

5. Any employee who believes another person has engaged in unwanted harassing conduct should inform the person responsible for the conduct that it is unwelcome, offensive and request the conduct cease. If the conduct continues, or if the employee is

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SUBJECT: USAG Bavaria Policy Letter #5, Prevention of Sexual Harassment and Anti-Harassment

uncomfortable confronting the person committing the conduct, then he or she should report the allegations(s) to the chain of command or to an alternative agency official (Inspector General, EEO, CPAC, MER personnel or chaplain). Reports of harassment made to alternative officials will be communicated to the chain of command to allow management the opportunity to promptly correct harassing conduct. It is the responsibility of management to investigate allegations of harassment in a confidential manner and to take appropriate actions to ensure that those allegations are addressed swiftly, fairly, and effectively.

6. I am deeply committed to maintaining a workplace that is free of all forms of harassment. It is important to me that incidents of harassment do not interfere with our ability to accomplish the mission. Therefore, I expect all supervisors, managers, and senior level officials to set high ethical, moral and legal standards. All supervisors must lead by example, show respect to others, create a positive work environment, assure EEO principles are discussed during counseling and included in supervisory performance evaluations.

7. Violators of this policy and leaders who fail to take the appropriate action are subject to administrative actions to include punishment under the Uniform Code of Military Justice.

8. POC for this policy is the USAG Bavaria EEO Office at 475-8360/6390.


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