



DEPARTMENT OF THE TREASURY  
BUREAU OF ENGRAVING AND PRINTING  
WASHINGTON, D.C. 20228

February 23, 2015

**MEMORANDUM FOR ALL BEP EMPLOYEES**

FROM: Leonard R. Olijar  
Acting Director

SUBJECT: Alternative Dispute Resolution (ADR) Policy

The Administrative Dispute Resolution Act authorizes and encourages agencies to use mediation and other consensual methods of dispute resolution as alternatives to traditional complaint processes. Alternative Dispute Resolution (ADR) is a process designed to provide an effective and early conflict management and resolution service to Bureau of Engraving and Printing (BEP) employees. This process emphasizes open communication, cooperation, and flexibility in identifying mutual interests and potential solutions.

I am committed to the use of ADR as a mechanism to prevent or minimize the escalation of disputes in a mutually acceptable manner. I recognize the benefits of ADR, and recommend ADR for both Equal Employment Opportunity (EEO) and workplace conflicts. Participation in the ADR process is voluntary for the aggrieved person during the EEO process. Management's participation in EEO ADR process is mandatory when the employee elects to use it overall. When an aggrieved individual seeks resolution it is the responsibility of management to listen to the issues brought forth and work to resolve issues appropriately at the earliest possible stage.

When ADR has been elected during both the Informal and Formal EEO processes, prior to the ADR session, the Resolving Official will schedule a meeting with both the Offices of the Chief Counsel and Human Resources to discuss their settlement authority.

In furtherance of this commitment to the use of the ADR process, and in compliance with the Administrative Dispute Resolution Act of 1996, I fully support the flexible use of all ADR processes, including facilitation, mediation, fact-finding, coaching, shuttle diplomacy and neutral evaluation, where appropriate.

The office of primary responsibility is the Office of Equal Opportunity and Diversity Management (OEODM). Final authority for granting access to the EEO/ADR process rests with the OEODM. To give employees and applicants a better understanding of the ADR process they will receive a copy of the OEODM's ADR Fact Sheet. Any questions may be directed to the OEODM, 202-874-3460, Washington, DC Facility and 817-847-3900 or 817847-3950, Western Currency Facility.