



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

Director

October 1, 2020

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM:

  
Leonard R. Olijar  
Director

SUBJECT: Alternative Dispute Resolution 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, and can be terminated at any time. In the ADR process, the aggrieved party has the right to representation, as well as an explanation with respect to confidentiality, neutrality, and enforceability.

Management's participation in the EEO ADR process is mandatory when the employee elects to use it. 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. It is also management's responsibility to make accessible an individual with settlement authority, and to ensure that no responsible management official or agency official directly involved in the case will serve as the person with settlement authority.

When ADR has been elected during both the Informal and Formal EEO processes, all parties will be notified at least 10 days prior to the scheduled mediation to allow time for case preparation and settlement authority options.

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 OEODM. To give employees and applicants a better understanding of the ADR process they will receive a copy of OEODM's ADR Fact Sheet. Any questions may be directed to OEODM, 202-874-3460, Washington, DC Facility and 817-847-3900 or 817-847-3950, Western Currency Facility.