



ARMY ALTERNATIVE DISPUTE RESOLUTION PROGRAM

INFORMATION FOR PROSPECTIVE ARMY MEDIATORS

The Army Alternative Dispute Resolution (ADR) Program supports the Army Office of General Counsel's (OGC) oversight and management of the Army ADR Program, encouraging expanded use of alternative means of dispute resolution and conflict management practices as an integral part of normal business practices within the Army. The Army ADR Director supports the Army Dispute Resolution Specialist in carrying out Army ADR policy and program. Among other functions, the Army ADR Program develops and delivers ADR training programs for a variety of Army personnel and disciplines, both independently and in collaboration with other established DoD ADR programs, and provides ADR assistance to Army activities as resources allow.

The Army ADR Program administers the Army Roster of Neutrals, which provides neutrals in workplace disputes across the Army. These services are available, without charge, to Army organizations and employees. The Army Roster of Neutrals activities are handled through the Army ADR Program by the Roster Manager.

Mediation is the Army-preferred method of resolving workplace disputes and EEO complaints. Mediation is a useful tool to reducing processing time for complaints and providing an alternative means of resolving informal workplace problems that have not been addressed in another arena or formal channels. ADR in general, and mediation in particular, helps people and organizations preserve working relationships, increase resiliency and promote mission accomplishment. As a Roster mediator, you will gain personal growth and knowledge in the skilled arts of communication and negotiation, and assist parties in identifying and clarifying issues in dispute, and resolving conflict at the lowest level.

In order for you to be a Mediator with Army ADR Program you:

- a. Agree to become a voluntary collateral duty mediator for a minimum of 1 year.
 - b. Complete/completed a 40 hour basic mediation course
 - c. Conduct/conducted mediation sessions to include Observer, Co-mediate, and Lead with a seasoned mediator with in the past 2 years.
 - d. Attend Quarterly meetings/trainings to enhance your skills.
 - e. Must have approval from your current supervisor.
3. Please complete the attached application and return via e-mail to: Army Alternative Dispute Resolution Roster Manager USARMY.PENTAGON.HQDA-OGC.MBX.ADR@ARMY.MIL
4. Once the prescreening is completed you will receive an e-mail notification on the status of your application.



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EXPERIENCED MEDIATOR APPLICATION

INSTRUCTIONS: Please complete this form and return via email to: Army Alternative Dispute Resolution Roster Manager USARMY.PENTAGON.HQDA-OGC.MBX.ADR@ARMY.MIL

1. Name: _____

Position Title: _____ Series/Grade: _____

Security Clearance Level: _____

2. Name of Organization: _____

3. Office Address

4. Work Telephone Number: _____

5. Work E-mail Address: _____

6. Work Cell Phone Number: _____

7. Dispute Resolution Training/Education. List chronologically beginning with the most recent (use a continuation page if necessary). Please attach copies of certificates or proof of attendance.

Dates	Total Hours	Course Name & Location	Contact Person and Telephone Number

8. Dispute Resolution Experience within the past 2 Years (use a continuation page if necessary):

Dates	Total Hours	Issues	Location

9. Other potentially relevant experience (e.g. as an Ombudsperson, a counselor, a grievance examiner, a union official or steward, etc.): _____

10. Additional factors that pertain to your skills as a mediator (such as foreign language, sign language, special substantive expertise, professional affiliations): _____

11.	Supervisor's Name	Telephone Number
_____	_____	_____

CERTIFICATION

The information provided in this form and any attachments is true and complete to the best of my knowledge and recollection and accurately reflects my qualifications to mediate cases referred to me in connection with collateral duty, Army ADR Program. I have read the attached document entitled "Mediators Standards of Conduct: a Guide for Federal Employee Mediators" and agree to abide by these standards if I am asked to act as a mediator.

Signature of Applicant

Date

SUPERVISOR'S ENDORSEMENT

Workload permitting, I agree to allow _____ to serve as a mediator with the, Army ADR Program if called upon to do so as a collateral duty. I recognize that this duty involves a mediation involving another organization. I understand that no compensation is associated with mediation services under this agreement.

Signature of Supervisor

Date