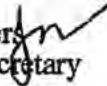




U.S. Immigration
and Customs
Enforcement

APR 25 2006

MEMORANDUM FOR: All Employees

FROM: Julie L. Myers 
Assistant Secretary

SUBJECT: Equal Employment Opportunity Alternative Dispute Resolution Program

U.S. Immigration and Customs Enforcement (ICE) is firmly committed to using the Alternative Dispute Resolution (ADR) Program to resolve employment disputes and advance ICE's mission. Where appropriate and feasible, mediation will be used during both the pre-complaint process and the formal complaint process. This program operates in accordance with Title 29, Code of Federal Regulations, Part 1614.102 (b)(2), which requires Federal agencies to incorporate ADR into the discrimination complaint process.

The mediation process provides an excellent opportunity to efficiently and amicably resolve claims of discrimination. Mediation is a voluntary, non-adversarial process designed to open lines of communication while maintaining harmonious professional relationships between managers and employees who are involved in a dispute. Mediation involves the participation of an impartial third party who serves to assist disputants in finding a mutually satisfactory solution to all concerns raised. Settlements achieved during mediation are the result of active participation by both parties, who have equal input into the agreement. Conversely, processing and adjudication of formal discrimination complaints may be time consuming, costly, and result in a third party rendering a final decision. If a dispute is not resolved during the mediation process, equal employment opportunity (EEO) complaint processing rights are preserved. Finally, the mediation process reinforces core values of integrity, courage, and excellence.

Currently, a variety of mediation training sources are available to ICE employees. Sources include trainers from the U.S. Federal Mediation and Conciliation Service (FMCS) and Web-based EEO ADR Training via ICE Virtual University (VU), <https://vu.ice.dhs.gov> located on the Power Port intranet.

For more information about the EEO ADR Program, you may call your servicing EEO Office, the EEO Office ADR Help Line at (949) 360-(b) (6), (b) (7)(C) EEO ADR Program Coordinator, at (949) 360-(b) (6), (b) (7)(C) Acting Director of EEO at (202) 514-