



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
JOINT FORCE HEADQUARTERS, MAINE NATIONAL GUARD  
33 STATE HOUSE STATION  
AUGUSTA, ME 04333-0033

NGME-Z (600-20a2)

15 April 2025  
TAG Policy 25-13

MEMORANDUM FOR ALL Maine National Guard Employees

SUBJECT: Alternate Dispute Resolution (ADR) Program

1. This policy supersedes TAG 21-10, dated 11 September 2021, subject as above. This policy is effective immediately and will remain in effect until rescinded or superseded.
2. It is the policy of the MENG to voluntarily use ADR to the maximum extent practical to resolve disputes at the earliest stage feasible, by the fastest and least expensive method possible, and at the lowest possible organizational level. The MENG ADR program recognizes the value of ADR techniques for efficient and timely resolution of workplace disputes arising from a variety of administrative procedures including Equal Employment Opportunity (EEO)/Equal Opportunity (EO) complaints.
3. The MENG uses mediation/counseling as the main resource for ADR. This is a structured proceeding in which disputing parties use a trained neutral mediator or counselor to assist them in achieving a better understanding of the issue(s) and a resolution to the dispute.
4. The MENG will invest time, money and extensive training to develop a cadre of internal neutrals available to assist in ADR. In the event there are no neutrals available within the MENG, contract neutrals can be made available by contacting the MENG State Equal Employment Manager (SEEM).
5. In some cases, ADR may not be appropriate due to the nature of a particular dispute. Each case is evaluated accordingly to ensure it is appropriate for the ADR process. Some examples of cases not appropriate for ADR include complaints that require a formal written decision, to determine percent in a given case, or complaints that may affect the outcome of other similar but unrelated cases. In addition, cases involving potential criminal activity such as fraud, waste or abuse are generally not appropriate for ADR. The MENG does not exclude cases involving EEO/EO from ADR consideration simply because of the type of protected classes that fall under EEO/EO.

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6. The option to use ADR for a particular case is completely voluntary. Management and the aggrieved/complainant must both agree to use ADR. Once the ADR proceeding has begun, it can be terminated by either party at any time. If ADR is terminated during the informal pre-complaint stage of the EEO/EO process without resolution, the complainant will be advised of his or her right to file a formal complaint. The decision to use ADR does not obligate either party to settle the complaint or to agree to any particular terms of settlement.

7. This policy is to be posted on all official bulletin boards.

8. Point of contact for this policy is Mr. Daniel Dubay, State Equal Employment Manager (SEEM), (207) 430-6149, [daniel.s.dubay.mil@army.mil](mailto:daniel.s.dubay.mil@army.mil).

A handwritten signature in black ink, reading "Diane L. Dunn". The signature is fluid and cursive, with the first name "Diane" and last name "Dunn" clearly legible.

DIANE L. DUNN

BG, MENG

The Adjutant General