



DEPARTMENT OF DEFENSE  
WASHINGTON HEADQUARTERS SERVICES  
1155 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1155



January 23, 2025

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: FY 2025 Alternative Dispute Resolution Policy

Washington Headquarters Services (WHS) is committed to the appropriate use of Alternative Dispute Resolution (ADR) to effectively resolve workplace disputes. The WHS Office of Equal Employment Opportunity Programs administers the ADR Program for WHS and WHS-serviced organizations under Administrative Instruction 106, "Alternative Dispute Resolution (ADR) Program," dated January 30, 2014, as amended. ADR is a mechanism for resolving workplace concerns, including complaints of discrimination, personal conflicts, and organizational issues.

WHS designed the ADR Program to facilitate conflict resolution at the lowest possible level through the most efficient and cost-effective means in a confidential, respectful manner. Supervisors and employees should address workplace issues immediately before morale and teamwork are adversely affected. Workplace issues may range from simple miscommunication to performance management or personality-based misunderstandings.

Third-party neutrals in ADR are experienced in techniques designed to facilitate discussion and help participants achieve a mutually acceptable resolution. The ADR Program offers mediation, facilitation, sensing sessions, and climate surveys. Training on conflict management is also available.

To learn more about the Program, visit <https://www.whs.mil/EEOP/> and select the ADR Program link, or contact Mr. James Parker, Chief, Affirmative Employment and ADR, at [whs.eeop@mail.mil](mailto:whs.eeop@mail.mil) or (571) 372-0844.

Regina F. Meiners  
Director

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SUBJECT: FY 2025 Anti-Harassment Program Policy

The Washington Headquarters Services (WHS) Anti-Harassment Program (AHP) is committed to taking prompt corrective action and implementing proactive measures to ensure a work environment free from harassment. Creating and maintaining an environment free from harassment is essential for fostering and sustaining a workplace of connectedness, dignity, and respect.

The overall goal of the AHP is to prevent harassment at any level and educate the workforce on appropriately responding to harassing behavior. Conduct that may constitute harassment is defined by DoD Instruction (DoDI) 1020.04, Section 3., as, "Behavior that is unwelcome or offensive to a reasonable person and that creates conditions that interfere with work performance or creates an intimidating, hostile, or offensive work environment."

WHS and WHS-serviced Component employees (hereinafter referred to as "employees") may report suspected harassment to their immediate (i.e., first-line) supervisor/manager, the Anti-Harassment Coordinator (AHC), or other management officials either within or outside of their direct chain of command. Employees who report harassment and provide information as part of the internal inquiry process will be protected from retaliation.

The AHP complaint process does not substitute, suspend, or otherwise alter an employee's right to pursue complaints of discrimination, harassment, or retaliation in violation of equal employment opportunity (EEO) laws, in accordance with DoDI 1440.1 and Part 1614 of Title 29, Code of Federal Regulations. To initiate the EEO complaint process, an employee should contact the WHS Equal Employment Opportunity Programs at (571) 372-0832, or [whs.eeop@mail.mil](mailto:whs.eeop@mail.mil), within 45 calendar days of the last incident of unlawful or discriminatory harassment, in accordance with the requirements of DoDI 1020.04, Section 4.3.

The AHC and the AHP Office are responsible for providing oversight, technical assistance, and support to supervisors/managers and employees. Ms. Adria N. Bullock is the AHC and can be contacted at, (703) 314-5497 or [adria.n.bullock.civ@mail.mil](mailto:adria.n.bullock.civ@mail.mil). The AHP Office can be contacted at, (571) 372-7672 or [whs.pentagon.hrd.list.anti-harassment-program-mbx@mail.mil](mailto:whs.pentagon.hrd.list.anti-harassment-program-mbx@mail.mil).

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MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: FY 2025 Federal Employee Antidiscrimination and Retaliation Act Training and Notification Requirements

The Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 (No FEAR Act) increased the accountability of agencies to protect Federal employees from unlawful discrimination, harassment, and reprisal for participation in protected Equal Employment Opportunity and whistleblowing activities.

New employees must receive No FEAR Act training within 90 calendar days of entering on duty to ensure they understand their rights and responsibilities. All employees are required to complete refresher training every two years thereafter. It is imperative that all employees, supervisors, and officials understand the protections afforded by the No FEAR Act and the Whistleblower Protection Act.

No FEAR Act training is available online at the Washington Headquarters Services (WHS) Learning Management System (iCompass) at <https://whs.sp.pentagon.mil/lms>. The WHS Office of Equal Employment Opportunity Programs (EEOP) also provides comprehensive classroom training to fulfill the No FEAR Act training requirements.

To ensure employees have easy access to No FEAR Act information, agencies must provide written notice on the rights and remedies available under applicable anti-discrimination, anti-harassment, and whistleblower protection laws. WHS and organizations serviced by WHS EEOP are responsible for displaying the attached "No FEAR Act Notice" in common areas, on agency websites, or other readily accessible media. Senior leaders must also ensure deployed civilian personnel receive this notice. The notice is available online at <https://www.whs.mil/About-WHS/Offices/equal-employment-opportunity-Programs-EEOP/no-fear-act/>.

You should direct questions regarding iCompass to the WHS iCompass Administrator at [icompasslms@gpstrategies.com](mailto:icompasslms@gpstrategies.com). For other questions and assistance on the No FEAR Act, please contact EEOP at (571) 372-0832 or [whs.eeop@mail.mil](mailto:whs.eeop@mail.mil).

Regina F. Meiners  
Director

Attachment:  
No FEAR Act Notice

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## No FEAR Act Notice

On May 15, 2002, Congress enacted the "Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002," which is commonly known as the No FEAR Act. One purpose of the Act is to "require that Federal agencies be accountable for violations of antidiscrimination and whistleblower protection laws." In support of this purpose, Congress found that "agencies cannot run effectively if those agencies practice or tolerate discrimination."

Federal employees, former Federal employees and applicants for Federal employment are encouraged to review the following information on the rights and protections available to them under Federal antidiscrimination and whistleblower protection laws.

### ANTIDISCRIMINATION LAWS

Directors, managers and supervisors are responsible for ensuring that the work environment is free from discrimination based on the following protected groups: race, color, religion, sex (including sexual harassment, pregnancy, sexual orientation, and gender identity), national origin, age (40 and older), disability (mental or physical), genetic information, or reprisal for participation in previous EEO activity. A Federal agency also cannot discriminate against an employee or applicant with respect to the terms, conditions or privileges of employment on the basis of marital status or political affiliation. Discrimination on these bases is prohibited by one or more of the following statutes: 5 U.S.C. 2302(b)(1), 29 U.S.C. 206(d), 29 U.S.C. 631, 29 U.S.C. 633a, 29 U.S.C. 791 and 42 U.S.C. 2000e-16.

If you believe that you have been the victim of unlawful discrimination on the basis of race, color, religion, sex, national origin, age, disability, and/or reprisal, you should contact the Washington Headquarters Services (WHS) Office of Equal Employment Opportunity Programs (EEOP) at 571-372-0832. Contact with EEOP must be made **within 45 calendar days** of the alleged discriminatory act, or in the case of a personnel action, within 45 calendar days of the effective date of the action. EEOP should be contacted in accordance with 29 Code of Federal Regulations 1614 in order to attempt informal resolution through mediation or counseling prior to filing a formal complaint of discrimination.

If you are alleging equal pay or age discrimination, you have the right to file an administrative complaint under 29 Code of Federal Regulations (C.F.R.) 1614, or to bypass the administrative process and file a civil action in U.S. District Court. In the latter case, you must file a Notice of Intent to Sue, pursuant to 29 C.F.R. Section 1614.201(a), after giving the Equal Employment Opportunity Commission (EEOC) not less than 30 days notice of your intent to file such an action. Such notice must be filed in writing with the EEOC, Federal Sector Programs, 131 M. Street NW, Washington DC 20507, within 180 days of the occurrence of the alleged unlawful practice.

If you are alleging discrimination based on marital status or political affiliation, you may file a written complaint with the U.S. Office of Special Counsel (OSC) (see contact information below). In the alternative (or in some cases, in addition), you may pursue a discrimination complaint.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations. For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at <http://www.dol.gov/vets>.

### WHISTLEBLOWER PROTECTION LAWS

A Federal employee with authority to take, direct others to take, recommend or approve any personnel action must not use that authority to take or fail to take, or threaten to take or fail to take, a personnel action against an employee or applicant because of disclosure of information by that individual that is reasonably believed to be evidence of violations of law, rule or regulation; gross mismanagement; gross waste of funds; an abuse of authority; or a substantial and specific danger to public health or safety, unless disclosure of such information is specifically prohibited by law and such information is specifically required by Executive Order to be kept secret in the interest of national defense or the conduct of foreign affairs.

Retaliation against an employee or applicant for making a protected disclosure is prohibited by 5 U.S.C. 2302(b)(8). If you believe that you are the victim of whistleblower retaliation, you may file a written complaint (Form OSC-11) with the U.S. Office of Special Counsel at 1730 M Street NW., Suite 218, Washington, DC 20036-4505 or online through the OSC Web site—<http://www.osc.gov>.

### RETALIATION FOR ENGAGING IN PROTECTED ACTIVITY

A Federal agency cannot retaliate against an employee or applicant because that individual exercises his or her rights under any of the Federal antidiscrimination or whistleblower protection laws listed above. If you believe that you are the victim of retaliation for engaging in protected activity, you must follow, as appropriate, the procedures described in the Antidiscrimination Laws and Whistleblower Protection Laws sections or, if applicable, the administrative or negotiated grievance procedures in order to pursue any legal remedy.

### ALTERNATIVE DISPUTE RESOLUTION

It is WHS policy to use and offer alternative dispute resolution (ADR) services to its serviced customers as an alternative to litigation or formal administrative procedures to the maximum extent appropriate.

In support of Administrative Instruction No. 106, the ADR Program offers informal, neutral, voluntary, and confidential methods for early dispute resolution of selected prohibited personnel practice disputes.

When used in appropriate circumstances, ADR can yield results that are faster, less expensive, and less contentious than formal administrative processes. Mediation is the primary mechanism used to provide parties the opportunity to resolve such disputes without the need for a lengthy investigation or costly litigation. ADR is an alternative to formal processes, not a replacement. If settlement does not occur, the right to pursue formal processes still exists. You may contact the WHS ADR Program Manager at 571-372-0844 to explore the appropriate use of ADR techniques.

### DISCIPLINARY ACTIONS

Under the existing laws, each agency retains the right, where appropriate, to discipline a Federal employee for misconduct that is inconsistent with Federal Antidiscrimination and Whistleblower Protection Laws, up to and including removal. If OSC has initiated an investigation under 5 U.S.C. 1214, however, according to 5 U.S.C. 1214(f), agencies must seek approval from the Special Counsel to discipline employees for, among other activities, engaging in prohibited retaliation. Nothing in the No FEAR Act alters existing laws or permits an agency to take unfounded disciplinary action against a Federal employee or to violate the procedural rights of a Federal employee who has been accused of discrimination.

### ADDITIONAL INFORMATION

For further information regarding the No FEAR Act regulations, refer to 5 CFR Part 724, as well as the WHS EEOP. Additional information regarding Federal antidiscrimination, whistleblower protection and retaliation laws can be found at the EEOC Web site—<http://www.eeoc.gov> and the OSC Web site—<http://www.osc.gov>.

### EXISTING RIGHTS UNCHANGED

Pursuant to Section 205 of the No FEAR Act, neither the Act nor this notice creates, expands or reduces any rights otherwise available to any employee, former employee or applicant under the laws of the United States, including the provisions of law specified in 5 U.S.C. 2302(d).

This notice is for all civilian and military personnel and applicants for employment within the following organizations that receive support from WHS:

- Office of the Secretary of Defense (OSD)
- Defense Advanced Research Projects Agency (DARPA)
- Defense Legal Services Agency (DLSA)
- Pentagon Force Protection Agency (PFPA)
- Defense POW/MIA Accounting Agency (DPAA)
- Defense Technology Security Administration (DTSA)
- DoD Test Resources Management Center (TRMC)
- Office of Local Defense Community Cooperation (OLDCC)
- TRICARE Management Activity (TMA)
- U.S. Court of Appeals for the Armed Forces (USCAAF)
- Joint Chiefs of Staff (JCS)
- Armed Forces Retirement Home (AFRH)
- Defense Acquisition University (DAU)
- Washington Headquarters Services (WHS)



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MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: FY 2025 Policy Statement on Employment and Retention of People  
with Disabilities

Washington Headquarters Services (WHS) is committed to the employment and retention of employees with disabilities. We will vigorously enforce the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act of 2008. These statutes prohibit discrimination based on disability and require agencies to take affirmative steps to hire and promote qualified individuals with disabilities.

It is WHS' policy to support the Government-wide goals for broadening participation and opportunities for advancement in Federal employment, to include supporting Executive Order 13548, "Increasing Federal Employment of Individuals with Disabilities," to increase our efforts to recruit, hire, and retain individuals with disabilities. I am pleased WHS has achieved and exceeded the Federal and DoD employment goal of 12 percent of the workforce for individuals with disabilities and 2 percent for individuals with targeted disabilities.

A key component in hiring and retaining individuals with disabilities is the provision of reasonable accommodation to applicants and employees with disabilities. This enables them to perform the essential functions of their employment obligations with equal benefits unless an undue hardship is imposed on the organization.

Additionally, I encourage all WHS and WHS-serviced employees to verify their disability status within the Defense Civilian Personnel Data System's MY BIZ+ application. By ensuring your personal data is accurate, you increase the accuracy of the Department's demographic data and provide vital information that affects funding for services and programs that support individuals with disabilities.

The WHS Human Resources Directorate provides assistance and guidance with respect to the hiring and retention of individuals with disabilities. For more information, you may contact [whs.pentagon.hrd.mbx.reasonable-accommodation-program-office@mail.mil](mailto:whs.pentagon.hrd.mbx.reasonable-accommodation-program-office@mail.mil).

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