



NUMBER: Directive 0981.1

SUBJECT: Mandatory Manager Alternative Dispute Resolution (ADR) Training

DIRECTIVE OWNER: Office of EEO, Diversity & Inclusion (OEEODI)

EFFECTIVE DATE: June 2, 2023

1. **PURPOSE.** This directive prescribes the U.S. Consumer Product Safety Commission's (CPSC) mandatory Alternative Dispute Resolution (ADR) training policy for all managers and supervisors. ADR is any process used to reach a resolution without litigation. This training is designed to provide managers and supervisors with a basic understanding of CPSC's use of ADR in the EEO process, which usually involves the use of third party neutral mediators.
2. **SCOPE.** This directive applies to all CPSC managers and supervisors.
3. **AUTHORITIES.**
 - a. Administrative Dispute Resolution Act of 1990, Public Law 101-552
 - b. Title 29, Code of Federal Regulations, part 1614, Federal Sector Equal Employment Opportunity
 - c. Equal Employment Opportunity Commission (EEOC) Management Directive 110, *Federal Sector Complaints Processing Manual* (Aug. 5, 2015) (MD110)
4. **PROCEDURES.**
 - a. **Training.** Managers and supervisors will complete ADR training annually. New managers and supervisors will be required to complete ADR training within a month of their assuming that role. The ADR training will be coordinated through the agency's online application for disseminating and tracking training for all employees.
 - b. **Accountability.** EXRM will notify managers and supervisors that they must register and complete the required ADR training annually in the agency's online training application. After the due date, the Office of Human Resources Management (EXRM) will provide the OEEODI with a report of the managers and supervisors who have not completed the training. The OEEODI will be responsible for following up with non-compliant managers and supervisors to ensure completion of the required training. OEEODI will contact the supervisors of all non-compliant supervisors and managers until training is completed by all those required to take it.



5. **CANCELLATION.** This Directive supersedes and cancels Directive 0981.1, *Mandatory Manager Alternative Dispute Resolution (ADR) Training* (Jan. 23, 2023).

A handwritten signature in black ink, appearing to read "Alexander D. Hoehn-Saric".

Alexander Hoehn-Saric
Chair

6/2/2023

Date