



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 633D AIR BASE WING
JOINT BASE LANGLEY-EUSTIS VA

OFFICE OF THE COMMANDER
125 Mabry Avenue
Joint Base Langley-Eustis VA 23665

MEMORANDUM FOR ALL 633 ABW – UNLIMITED
ALL ASSOCIATES/TENANTS - UNLIMITED

SUBJECT: Alternative Dispute Resolution (ADR)

Reference: AFI 51-1201, *Alternative Dispute Resolution Processes In Workplace Disputes*

1. Air Force policy requires resolution of workplace disputes at the lowest level and by the least expensive method. Workplace disputes have always had a negative impact on mission accomplishment and our ability to function at our fullest potential. Utilizing alternative means in lieu of traditional administrative methods to resolve these disputes enables leadership and empowers our personnel to foster and maintain a positive human relations climate within their organizations. Using a variety of approaches available in the ADR program such as mediation, facilitates early resolution of these conflicts. ADR is proven to reduce time and costs involved in settling disputes. In addition, ADR provides a dimension of essential communication between disputing parties and the opportunity for individuals to come together in a non-adversarial way to explore possible solutions to workplace conflict.
2. While participation in the ADR process is voluntary, I encourage all commanders, directors, and supervisors to participate in good faith once a dispute is determined to be appropriate for ADR. Good faith participation does not require any party or authorized representative of a party to settle or agree to terms that are unacceptable or unenforceable. The ADR process emphasizes open communication, cooperation in identifying mutual interests, and developing justifiable and sensible solutions to resolve workplace disputes. Success of our ADR program in resolving matters at the lowest level will be attributed to those who faithfully support the program.
3. Additional information regarding the ADR process can be obtained by contacting the Joint Base Langley-Eustis (JBLE) ADR Manager, Mr. Frank Dawson, at 878-4797.

JOSEPH E. LADNER, IV, Colonel, USA
Vice Commander