



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

OCT - 7 2011

OFFICE OF THE COMMANDER

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

SUBJECT: Alternative Dispute Resolution (ADR)

1. Air Force policy requires resolution of workplace disputes at the earliest stage, by the fastest and least expensive method, and at the lowest possible level. Workplace disputes have always had a negative impact on our ability to function at our full potential, ultimately impacting the mission. Finding alternative means, in lieu of traditional administrative methods, in resolving these disputes enables leadership and empowers our personnel to foster good human relations within their organizations. Using a variety of approaches available in the ADR program 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 capability for individuals involved to come together in a non-adversarial way to explore solutions of conflict.
2. While ADR does not replace traditional processes, it can supplement and enhance them in resolving certain types of disputes. While participation in ADR is voluntary, commanders, directors, managers, and supervisors set the example in our commitment to resolve workplace conflict and disputes by supporting participation. I encourage civilian employees and military members to participate in ADR. Working together, we can overcome barriers to sustain productivity and improve our cooperative working relationships. ADR processes emphasize open communication, cooperation in identifying mutual interests, and developing justifiable and sensible solutions to resolve disputes.
3. Success of our ADR program will be attributed to those commanders/directors, managers, supervisors, and employees who faithfully support the program. Additional information regarding the ADR process can be obtained by contacting the ADR Manager, Mr. Clinton Covert, at 878-3727 ext 260 or Ms. Pamela Gibson at 764-5066.

A handwritten signature in black ink, appearing to read "Korvin D. Auch", is located below the text of the third point.

KORVIN D. AUCH, Colonel, USAF
Commander