



DEPARTMENT OF THE NAVY  
NAVAL AIR SYSTEMS COMMAND  
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IN REPLY REFER TO

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SEP 30 2010

MEMORANDUM FOR ALL HANDS

From: Commander, Naval Air Systems Command

Subj: ALTERNATIVE DISPUTE RESOLUTION POLICY STATEMENT

1. It is the policy of the Naval Air Systems Command (NAVAIR) to use Alternative Dispute Resolution (ADR) in the settlement of all workplace disputes where appropriate. ADR provides third-party assistance with workplace disputes through informal, consensual techniques (mediation, facilitation, negotiation, etc.) without litigation or formal administrative complaint processes. ADR is a non-adversarial process that does not render a judgment with respect to the dispute at hand; rather, it offers a process to continuously improve workplace relations between two professional parties.

2. NAVAIR is firmly committed to using alternative methods for resolving disputes where appropriate and feasible. When used properly in the appropriate circumstances, ADR can provide faster, less expensive and contentious, as well as more productive results in eliminating workplace discrimination. ADR emphasizes open communication, cooperation, and flexibility in identifying mutual interests and potential solutions.

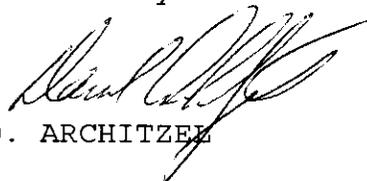
3. Any use of ADR under NAVAIR auspices will be governed by the following core principles, and it must further the agency's mission. It must be fair, which requires voluntariness, neutrality, confidentiality, and enforceability by the third-party facilitator. ADR will initiate early resolution of disputes where agreement is possible, thereby freeing up resources for identifying, investigating, settling, conciliating, or litigating other matters.

4. NAVAIR also recognizes there are instances in which ADR may not be appropriate or feasible, such as in cases in which there is a need to establish policies or precedents, where resolution of a dispute would have a significant effect on non-parties, where a full public record is important, where the agency must maintain continuing jurisdiction over a matter, or where it would otherwise be inappropriate.

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5. ADR techniques shall be used as an alternative to litigation or formal administrative procedures to the maximum extent practicable. Use of these techniques may resolve a portion of the entire issue in controversy. The goal is to resolve disputes and conflicts at the earliest stage possible, by the fastest and least expensive method possible, and at the lowest possible organizational level prior to litigation. Every issue in controversy, regardless of the subject matter, is a potential candidate for ADR.

6. As Commander, I strongly support NAVAIR's commitment to providing ADR to assist difficult workplace disputes. Every manager, supervisor, officer, and non-commissioned officer shall actively support and promote the Command's ADR policy and remain informed of, and sensitive to, the impact of all decisions made in their respective areas of responsibility.



D. ARCHITZEL