



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE, OHIO

21 MAY 2001

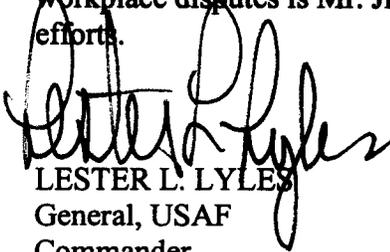
MEMORANDUM FOR SEE DISTRIBUTION

FROM: AFMC/CC
4375 Chidlaw Road
Wright-Patterson AFB OH 45433-5001

PRESIDENT AFGE COUNCIL 214
7282 5th Street Bldg 179
Hill AFB UT 84056

SUBJECT: Alternative Dispute Resolution (ADR) for Workplace Disputes

1. The use of Alternative Dispute Resolution (ADR) techniques for workplace disputes leads to quicker, more sensible, and mutually satisfactory solutions and a healthier workplace environment. We wish to affirm the commitment between AFMC and AFGE Council 214 to promote maximum use of ADR techniques for workplace disputes, such as grievances and Unfair Labor Practices (ULPs) throughout the command. In support of this commitment, center commanders and AFGE local presidents are charged to work together to promote the development, deployment, and use of an effective ADR program for workplace disputes.
2. The attached ADR Resource Guide will assist you in developing an effective ADR program. This guide, along with the Tinker ADR Toolkit recently provided to each commander and available on the Web, identifies the guidance, training, mentoring and support resources available to you, your ADR champion and the union. HQ AFMC/DP is finalizing the AFMC ADR Plan for workplace disputes and will provide overall guidance and support as needed.
3. Your personal leadership, constant support and encouragement are vital to an effective ADR program. While the use of ADR techniques must be voluntary, you must become a strong advocate for ADR to take hold and succeed. We pledge our support to your efforts to establish an effective ADR program at the local level. The AFMC ADR Champion for workplace disputes is Mr. Jim Barone, HQ AFMC/DP. He stands ready to assist your efforts.


LESTER L. LYLES
General, USAF
Commander


SCOTT BLANCH
President
AFGE Council 214

Attachment:
ADR Resource Guide

DISTRIBUTION:

AAC/CC	President, AFGE Local 1897
AEDC/CC	
AFFTC/CC	President, AFGE Local 1406
ASC/CC	President, AFGE Local 1138
ESC/CC	
OC-ALC/CC	President, AFGE Local 916
OO-ALC/CC	President, AFGE Local 1592
SMC/CC	President, AFGE Local 2429
WR-ALC/CC	President, AFGE Local 987
311 HSW/CC	President, AFGE Local 1757
377 ABW/CC	President, AFGE Local 2263

cc:

SAF/GCQ	
AFMC/DP	
SM-ALC/CD	President, AFGE Local 1857

ALTERNATIVE DISPUTE RESOLUTION (ADR) PROGRAM:

A RESOURCE GUIDE

AIR FORCE ADR PROGRAM OFFICE

The Air Force's policy is to "voluntarily use ADR to the maximum extent practicable and appropriate to resolve disputes at the earliest stage feasible, by the fastest and least expensive method possible, and at the lowest possible organizational level." See Air Force Policy Directive 51-12 (AFPD 51-12)(You can obtain a copy of this document on the Air Force ADR Program web site a <http://afpubs.hq.af.mil/pubfiles/af/51/afpd51-12/afpd51-12.pdf> or calling Joe McDade at DSN 223-7286). The Air Force is currently focused on promoting ADR in workplace, contract and environmental disputes.

Pursuant to AFPD 51-12, the Principal Deputy General Counsel of the Air Force has overall responsibility for implementing the Air Force ADR Program. However, various functional offices (such as AQ, DP, and CCD) have responsibility for implementing ADR initiatives within their functional areas. To better coordinate these efforts, the Air Force established an ADR Program Office was in the Office of the General Counsel.

MATCHING YOUR ADR NEEDS WITH EXISTING AIR FORCE ADR RESOURCES

The mission of the ADR Program Office is to match individual Air Force ADR needs with appropriate Air Force resources. The following is a list of the resources that the ADR Program can provide, along with the appropriate ADR Program staff points of contact.

ADR Program Resources	Where To Go For More Information	ADR Program Point of Contact
Funding to assist in implementing local ADR Program initiative	A complete listing of the types of products and services that may be funded by the Air Force ADR Program is available at: http://www.adr.af.mil/afadr/products.htm	DSN 223-7286 Joseph.mcdade@pentagon.af.mil
ADR Program Design Assistance	Several Air Force installations have sophisticated ADR programs and the ADR Program Office can help you avoid "reinventing the wheel" in designing and implementing your program.	DSN 223-7301 Chris.gregor@pentagon.af.mil

ADR Program Resources	Where To Go For More Information	ADR Program Point of Contact
Obtaining ADR Training	<p>A complete list of all Air Force ADR training can be found at: http://www.adr.af.mil/afadr/labortraining.htm</p> <p>An integrated list of all scheduled Air Force ADR briefings and training can be found at: http://www.adr.af.mil/afadr/services/training.html</p>	DSN 223-7301 Chris.gregor@pentagon.af.mil
Listing of Trained Air Force Mediators	The Air Force ADR Program Office can provide a listing of all Air Force personnel who have received basic mediation training.	DSN 223-7291 Spiro.katehis@pentagon.af.mil
Mediation Guidance	The best single source of guidance regarding mediation can be found at: http://www.adr.af.mil/compendium/index.html	DSN 223-7301 Chris.gregor@pentagon.af.mil
Mediation-Mentor Program	The Air Force ADR Program Office can provide, at no cost to the local installation, experienced mediators to help mentor less experienced Air Force mediators.	DSN 223-7301 Chris.gregor@pentagon.af.mil
ADR Training Videos	The Air Force has a number of ADR training videos that can be ordered by through the ADR Program Office.	DSN 223-7291 Spiro.katehis@pentagon.af.mil
ADR Champions for Contract Disputes	AFMC/CC appointed a number of ADR Champions for contract disputes and a complete list of AFMC ADR Champions is available at: http://www.safaq.hq.af.mil/contracting/toolkit/adr/newpocs/champions.html	
ADR Program Results & Statistics	The ADR Program Office prepares periodic reports that summarize Air Force ADR efforts and they are available at: http://www.adr.af.mil/adrupdate/II.html	DSN 223-7291 Spiro.katehis@pentagon.af.mil
ADR Program Press Coverage	National press coverage of the Air Force ADR Program can be found at: http://www.adr.af.mil/afadr/pressandspeeches.htm	DSN 223-7291 Spiro.katehis@pentagon.af.mil

ADR Program Resources	Where To Go For More Information	ADR Program Point of Contact
Tinker ADR Toolkit	Sample labor-management agreements, promotional materials, briefings, 5 year plan, etc. developed by Tinker AFB can be found at: https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/DP/dpc/adr/index.htm	John Bilbury OC-ALC/CCX ADR Program Manager DSN 336-2151 john.bilbury@tinker.af.mil