



DEPARTMENT OF THE AIR FORCE  
AIR EDUCATION AND TRAINING COMMAND

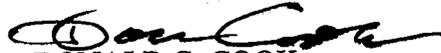
06 OCT 2004

MEMORANDUM FOR SEE DISTRIBUTION LIST

FROM: AETC/CC  
1 F Street, Suite 1  
Randolph AFB TX 78150-4324

SUBJECT: Alternative Dispute Resolution (ADR) in Workplace Disputes

1. In a 10 Jun 04 memo to all MAJCOM and FOA commanders, Secretary Roche urged us to make a personal commitment to ensure implementation of the recently published AFI 51-1201, *Alternative Dispute Resolution in Workplace Disputes*. As part of AETC's commitment, our DP and JA recently teamed with the Air Force General Counsel's Office to conduct an ADR Program Design Workshop to develop the AETC ADR plan and obtain buy-in from ADR stakeholders at all AETC bases. As a result, I am pleased to report that AETC is the first Air Force operational MAJCOM to implement a Command-wide ADR plan for workplace disputes. It is attached for your review and action.
2. It is AETC's policy to maximize the use of ADR in workplace disputes to the extent practicable and appropriate. While ADR is not appropriate in every workplace dispute, it is a viable alternative in the great majority. Installation commanders and their staffs are responsible for making every reasonable effort to ensure supervisors and employees have the tools to resolve disputes at the lowest possible level, by the least expensive means, in a way that preserves the integrity of the workplace and furthers mission accomplishment.
3. Adoption of the AETC ADR plan begins the next phase of ADR implementation. All AETC installations are expected to design and implement their own plans commensurate with their workplace dispute workloads and mission requirements. As you develop your plans, maintaining a strong partnership with all ADR stakeholders, including DP, EEO, JA, and affected unions, is essential to your success.
4. I strongly support the Secretary's call for personal commitment to promote the use of ADR in workplace disputes and expect you to do the same. The AETC ADR Champion is Colonel Mike Hudson, HQ AETC/DP, DSN 487-3109. He and his staff stand ready to support your efforts.

  
DONALD G. COOK  
General, USAF  
Commander

Attachments:

1. SAF Memo, 10 Jun 04
2. AETC ADR Plan