



SECRETARY OF THE AIR FORCE
WASHINGTON

APR 21 1998

MEMORANDUM FOR ALMAJCOM-FOA, DRUs and Distribution C

Subject: Implementation of the Administrative Dispute Resolution Act
of 1996

This memorandum establishes Air Force policy in implementation of the Administrative Dispute Resolution Act of 1996 and supersedes the Secretary of the Air Force memorandum of January 12, 1993, implementing the Administrative Dispute Resolution Act of 1990.

During the past five years, the Air Force has promoted the use of alternative dispute resolution (ADR) and is widely regarded as having an exemplary ADR program. ADR methods have been used in more than 4,000 civilian personnel disputes, and four out of every five of those cases settled. ADR was used in 90 contract cases with a 90% settlement rate. Customer satisfaction with ADR use is overwhelmingly positive.

The Air Force remains fully committed to fostering the use of ADR. We must continue existing ADR uses and expand its use to new areas. ADR can have a role across the entire spectrum of agency action. The potential tangible and intangible time and cost savings to the Air Force can be significant. The goal of ADR is to resolve disputes at the earliest stage feasible, by the fastest and least expensive method possible and at the lowest possible organizational level. Use of these techniques may resolve the entire issue in controversy or a portion of the issue in controversy. Every conflict and issue in controversy, regardless of the subject matter, is a potential candidate for ADR. It is Air Force policy to employ the use of ADR to the maximum extent practicable and appropriate.

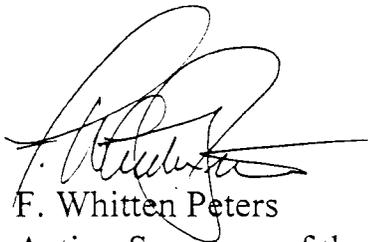
The Principal Deputy General Counsel of the Air Force is hereby reappointed as the Air Force Dispute Resolution Specialist (AFDRS) and shall:

- (1) Be the proponent for establishing and implementing Air Force ADR policy, guidance and regulations;
- (2) Submit, manage and execute the Air Force ADR Program budget;
- (3) Encourage, develop, and implement initiatives, activities, and training related to ADR throughout the Air Force;
- (4) Identify and eliminate unnecessary barriers to the use of ADR;
- (5) Ensure Air Force personnel are aware of and have access to existing ADR resources;
- (6) Prepare a summary report to the Secretary of the Air Force by December 30 of each year regarding progress made in implementing the Air Force ADR program; and
- (7) Appoint a Deputy Dispute Resolution Specialist (AFDDRS) to assist the AFDRS in carrying out the foregoing responsibilities. In addition, the AFDDRS will serve as the Department of the Air Force representative to the Department of Defense ADR Coordinating Committee and serve as the Air Force liaison to such government and private-sector organizations as deemed appropriate by the AFDRS.

The AFDRS will work with the Assistant Secretary for Acquisition, the Assistant Secretary for Manpower, Reserve Affairs, Installations and Environment, the Assistant Secretary for Financial Management, the Administrative Assistant to the Secretary, the Assistant Vice Chief of Staff, the Deputy Chief of Staff for Personnel, the Deputy Chief of Staff for Installations and Logistics, and the Judge Advocate General to:

- (1) Develop a five-year plan for the Air Force ADR program and prepare an Air Force ADR Policy Directive within 180 days of the date of this memorandum;

- (2) Provide for the appointment of an ADR advocate at each MAJCOM, base, DRU and appropriate other organizations or offices who will serve as the focal point for the coordination of ADR efforts within that organization;
- (3) Ensure appropriate personnel receive ADR briefings and training;
- (4) Support the development and implementation of the Air Force's ADR program; and
- (5) Secure resources necessary to implement the Air Force ADR policy and program.



F. Whitten Peters
Acting Secretary of the Air Force