



DEPARTMENT OF THE NAVY

COMMANDER TRAINING AIR WING SIX
390 SAN CARLOS ROAD SUITE C
PENSACOLA, FLORIDA 32508-5509

COMTRAWINGSIXINST 5800.1B

N1

20 Mar 08

COMTRAWING SIX INSTRUCTION 5800.1B

Subj: ALTERNATIVE DISPUTE RESOLUTION (ADR) PROCEDURES FOR CIVILIAN PERSONNEL

Ref: (a) SECNAVINST 5800.13A

1. Purpose. This instruction reinforces my commitment in support of the Department of the Navy's (DON) policy, as established in reference (a), to use ADR to the maximum extent practicable. ADR refers to any procedure that is used in lieu of a formal process of litigation to resolve conflicts and issues in controversy. These procedures may include, but are not limited to, partnering, conciliation, facilitation, mediation, ombudsmanship, fact-finding, mini-trials, neutral evaluation and arbitration or any combination thereof.

2. Cancellation. COMTRAWINGSIXINST 5800.1A

3. Discussion

a. The use of ADR in the resolution of workplace disputes is beneficial because it increases parties' control over the results, reduces the cost of resolution, and it works. When the parties to a dispute retain control, resolution becomes a business decision that most people can understand, and they can creatively resolve the problem. While costs naturally depend upon the complexity of the dispute, ADR techniques are usually less costly than formal adversarial processes. Finally, ADR works. DON experience has shown that most disputes addressed in ADR are resolved. Even in cases where ADR does not resolve a particular matter, it can eliminate some issues, improve communication and help identify the real issues in dispute.

b. ADR may not be appropriate in all cases. However, most cases involve noncomplex matters that can be resolved at the local level, and thus as potential candidates for ADR. Participation and cooperation is vital to the success of ADR, the success of which leads to improved workplace relationships, improved employee morale, and a more efficient workplace where all employees can excel.

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c. When disputes are resolved through ADR, and are documented through formal written agreements, I expect the terms and conditions of those agreements to be honored. While all such terms and conditions cannot be expected to last in perpetuity, their intent should be made clear and unambiguous.

4. Action. ADR procedures, settlement agreements and associated potential compliance issues must be coordinated, reviewed and concurred in by the cognizant human resources office and Chief of Naval Air Training Office of the General Counsel, DSN: 861-3510.



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