

Alternate Dispute Resolution (ADR)

Contact the Human Resource Office, Human Resource Service Center, or ADR Regional Coordinator, for information and guidance as to how to proceed.

What is Alternative Dispute Resolution?

Any procedure which is used in lieu of a formal process or litigation to resolve conflicts and issues in controversy, including, but not limited to, partnering, conciliation, facilitation, mediation, ombudsmanship, fact finding, mini-trials, neutral evaluation, and arbitration or any combination thereof. The Department of the Navy highly recommends employees use ADR as a means of solving problems.

What regulations/statutes apply to Alternative Dispute Resolution?

[SECNAVINST 5800.13](#)

What kind of issues can be raised using Alternative Dispute Resolution?

Any issue where there is disagreement between the DON and a person(s) outside the department or between two or more persons within the department.

What are the 8 principles of conflict resolution?

1. Think before reacting
2. Listen attentively
3. Assure a fair process
4. Attack the problem
5. Use direct communication
6. Look for interests
7. Focus on the future
8. Options for mutual gain

Learn more about these [principals of conflict resolution](#)

Who can use Alternative Dispute Resolution?

All DON employees.

What are some Alternative Dispute Resolution techniques?

The use of a neutral third party a facilitator; seeking advice from the neutral third party, or use the neutral third party as a decision- maker. See more ADR techniques on the [Office of Civilian Human Resources website](#).

How do I obtain more information about Alternative Dispute Resolution?

List of [regional Alternative Dispute Resolution Coordinators](#) on the [Department of the Navy's Alternative Dispute Resolution website](#).