



DEPARTMENT OF THE TREASURY
BUREAU OF ENGRAVING AND PRINTING
WASHINGTON, D.C. 20228

March 16, 2007

MEMORANDUM FOR ALL BEP EMPLOYEES

FROM:

Larry R. Felix
Director

SUBJECT: Alternative Dispute Resolution (ADR) Policy

On October 9, 2003, the Secretary of the Department of the Treasury published a memorandum for all Bureau heads on the use of Alternative Dispute Resolution. This memorandum was intended to further Treasury's commitment to the use of alternative dispute resolution for resolving disputes in a fair, timely, and cost efficient manner, and to comply with the Administrative Dispute Resolution Act (ADRA), 5 U.S.C. § 571 et seq.

The Administrative Dispute Resolution Act authorizes and encourages agencies to use mediation and other consensual methods of dispute resolution as alternatives to traditional dispute resolution processes. Alternative Dispute Resolution is a process designed to provide an effective and early conflict management and resolution service to BEP employees. This process emphasizes open communication, cooperation, and flexibility in identifying mutual interests and potential solutions. Alternative Dispute Resolution encompasses a variety of problem solving processes to assist parties in resolving disagreements without litigation.

The BEP is committed to the use of Alternative Dispute Resolution as a mechanism to prevent or minimize the escalation of disputes in a mutually acceptable manner. In furtherance of this commitment to the use of this process, and in compliance with the Administrative Dispute Resolution Act, the BEP has designated the Bureau Resolution Center (BRC) with responsibility to encourage and coordinate resolution efforts; formulate Bureau-wide Alternative Dispute Resolution policies; disseminate information about the program's activities; and provide assistance, consultation and training within the BEP on various resolution alternatives. The BEP supports the flexible use of all Alternative Dispute Resolution processes, including facilitation, mediation, fact finding, coaching and neutral evaluation, where appropriate.

The office of primary responsibility is the BRC. Any questions may be directed to the BRC, 202/874-3460 (D.C.) or 817/847-3958 (Western Currency Facility) (WCF).