



The Secretary of Energy

Washington, DC 20585

June 24, 2021

MEMORANDUM FOR ALL DEPARTMENT OF ENERGY EMPLOYEES

FROM: JENNIFER GRANHOLM

A handwritten signature in black ink, appearing to read "J. Granholm", written over the printed name.

SUBJECT: Alternative Dispute Resolution (ADR)

At the Department of Energy (DOE), we strive to take a proactive approach to resolving disputes and grievances between employees. Addressing workplace conflicts early and directly helps increase productivity, effectiveness, and employee satisfaction, which ultimately helps us better fulfill our vital mission as a Department. For this reason, I fully support the use of Alternative Dispute Resolution (ADR) to resolve workplace conflict and ask that all managers and supervisors implement ADR procedures.

ADR refers to any procedure that uses a third-party neutral person to help employees reach voluntary agreement after a dispute. The intent is to create a safe space and promote a fair, confidential, and constructive process for conflict resolution. ADR also helps employees build on their communication skills and emotional intelligence.

The Alternative Dispute Resolution Office (ADRO) provides ADR services and support to any Federal or contractor employee throughout the DOE complex. ADRO also provides additional training opportunities through their lunchtime series program, their newsletter, their *Virtual ADR* webinar series, and a wide variety of informative and interactive workshops.

All DOE managers and supervisors are expected to integrate ADR practices into their organization's framework and use these methods to resolve disputes in the workplace, when appropriate. Beyond this, participation in ADR is entirely voluntary for all employees; however, managers and supervisors are strongly encouraged to fully participate in the process when ADR is requested.

You can learn more about ADRO's services, or request ADR support, by contacting ADRO at (202) 586-4002 or ADROffice@hq.doe.gov, or by searching "ADR" on [DOE's Powerpedia web site](#).

DOE also provides a variety of other formal and informal services for addressing conflict and issues in the workplace. For more information on those services, as well as services external to DOE, visit <http://hcnet.doe.gov/DOECARES>.