ASBCA ADR CHECKLIST

(Review case within 15 days after receipt of notice of filing for possible use of ADR.)

Appellant: _____ ASBCA No. _____
Date Filed: _____ PLFA/Lawyer: _____

1. Was a decision made to use ADR? YES _____ NO _____

   a. If YES, what type of ADR? _____

   b. Date the ADR is to occur? _____

   c. If NO, document the reason(s). Approval must be obtained from both the contracting officer and from a level above the contracting officer. (DLAD 5145.1(E)(3)). Consultation with the ADRS is required.
   _____
   _____
   _____
   _____
   _____
   _____
   _____

2. Notes: (Does an ADR exception apply? What features of the case make ADR an attractive approach? Will ADR reduce costs? Are further inquiries/litigation likely?)