

Welcome

Welcome to the Alternative Disputes Resolution module. ADR is a sophisticated, but very useful tool for resolving disputes without going to litigation.

Contract problems can arise for a variety of reasons over a variety of issues, such as: the amount or quality of the work to be performed, the amount of time allowed to perform the work, the price to be paid for performing the work, and who will bear the responsibility for problems that occur.

Contract problems are also exacerbated by a variety of conditions, including: expectations, business goals and commitments, communication style, and personal style.



Objectives

The objectives for this module are broken down by lesson. Each lesson's objectives are located on the "Welcome" page of each respective lesson.



System Requirements

In order to access all features of this module, your computer must meet specific system requirements and have the necessary software applications.

Select each requirement to learn more.



System Requirements

Screen Resolution

Screen resolution determines how the content appears on the computer monitor. To view the entire content window, screen resolution should be at least **1024 x 768** pixels.

For Windows XP:

1. Right-click the desktop, and then click **Properties**.
2. In the **Display Properties** dialog box, click the **Settings** tab.
3. Move the **Screen resolution** slider to a resolution of **1024 x 768** or higher.
4. Click **Apply** to have the new resolution take effect.
5. If the **Monitor Settings** dialog box appears, look at your display. If you like the new resolution, click **Yes**. If you do not like the resolution, click **No**, and return to step 3 to try a different resolution.
6. Click **OK**.

For Windows Vista, 7, and 8:

1. Right-click the desktop, and then click **Display**.
2. Under Resolution, move the slider to a resolution of **1024 x 768** or higher.
3. Click **Apply**.

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Adobe® Flash® Player

Adobe® Flash® Player Version 12+ is necessary to view some of the presentations embedded within the content.

If you do not have Flash® Player, go to the [Adobe® Website](#) to download the software.

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Adobe® Reader® Player

Adobe® Acrobat® or the Adobe® Reader® Version 10+ software is necessary to access some of the documents embedded in this course.

If you do not have Adobe® Acrobat® or Adobe® Reader® on your computer, then you should download the Adobe® Reader® software from the [Adobe® website](#).

System Requirements

In order to access all features of this module, your computer must meet specific system requirements and have the necessary software applications.

Accessibility

Microsoft®Windows® allows you to change some of the features on your computer. This can be useful if you have physical or visual needs that require special accommodation. The Accessibility Options are located in the Control Panel.

For Windows XP:

1. Select **Start** from the Taskbar to open the Start menu.
2. Select **Control Panel**.
3. From the Control Panel window, select Accessibility Options. In the **Accessibility Options** dialog box, you may change a number of different options on your computer.

For Windows Vista, 7 and 8:

1. Select **Start** from the Taskbar to open the Start menu.
2. Select **Control Panel**.
3. From the Control Panel window, select **Ease of Access**. From this menu, select and change the different options on your computer.

NOTE: Additional Accessibility information is provided later in this lesson.

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Browsers

This module should be viewed using Internet Explorer 8.0 or higher. The following browser settings should be applied:

- Pop-up blockers disabled
- Cookies enabled at medium-low security level
- Enable Automatic prompting for file downloads in the Security Settings
- Font size or DPI set to normal or small

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Computer Specifications

The following minimum computer specifications are required for optimal display.

- Pentium 400 MHz Processor
- 6 GB Hard Drive
- 64 MB RAM

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Internet Connection

A minimum Internet Connection Speed of 56 kbps is required.

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Additional Support

If you experience any issues with the course or require additional assistance to make the necessary system changes, contact dauhelp@dau.mil or call the Help Desk at (703) 805-3459 (Option #1), 1-866-568-6924 (Option #1), or DSN 655-3459 (Option #1).

Hyperlinks

Links in the form of text, graphic hotspots, and buttons embedded throughout the module provide you with access to additional information.

Hyperlinked text is always underlined and appears in blue. Clicking a hyperlink may:

1. Display a [Popup](#) window
2. Open a [PDF](#) document
3. Access an [external website](#)



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Popup

This is a sample popup window.
Close it by either reselecting the
hyperlink or by selecting the open
Popup window.



Navigation

Navigating between Lessons

The Atlas table of contents column to the left lists the lessons in each module. To access each lesson, select its title in the list. The circles next to each lesson title, called Harvey balls, track your progress toward completion. Depending on the version you are using, when you complete a lesson, either a circle will be filled with orange or a green check mark will display.

In cases where the circle does not fill or a check mark does not display immediately after you complete the lesson, it should fill after you access another lesson or the next time you log into the module.

Navigating within Lessons

The "Back" and "Next" buttons, located in the bottom center of the page are the primary lesson navigation tools. Select these buttons with your mouse cursor or use the Left and Right arrow keys of your keyboard to either advance or return to a page.



Module Features

Standard features include the **Resources**, **Print**, and **Help** menus. These menus are accessed by selecting the buttons located in the top right of each page. Close these menus by selecting the small X icon in the top right corner of each menu when visible.

Select each menu button in the graphic below to learn more.

LOG206 Intermediate Systems Sustainment
Structure and Maintenance of FAR

RESOURCES | PRINT | HELP

Complete Answers in the FAR

It is important to note here that you will rarely find a "complete" answer contained within a single paragraph within the FAR.

Many provisions contained in each paragraph of the FAR are dependent on guidelines set forth in other paragraphs. Therefore, you must be diligent in your research of a given topic to ensure that your conclusions are both accurate and complete.

RESOURCES | PRINT | HELP

Module Features

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Resources

The Resources menu contains hyperlinks to supplemental information. Examples of resources include reference publications, external web sites, directories, documents, or a glossary. Please note that not all courses include resources.

RESOURCES | PRINT | HELP

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The graphic illustrates the user interface elements. On the left, a document page titled 'LOG206 Intern... Structure and Mai...' is shown. It contains a section 'Complete Answer...' and two paragraphs of text. A white callout box with a grey border, titled 'Print', is overlaid on the document, explaining that the Print button opens a menu with a course outline and hyperlinks to PDF print files. On the right, a dark red menu bar with the text 'RESOURCES | PRINT | HELP' is shown, which is also overlaid on a blurred background image of a woman.

Print

The Print button opens the print menu which contains a course outline. Each lesson is hyperlinked to a print file document. Select the hyperlink to open the PDF print file for that lesson. Print or download the document as needed.

LOG206 Intern...
Structure and Mai...
Complete Answer...

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RESOURCES | PRINT | HELP

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Help

The Help menu contains information about the module layout in Atlas, points of contact for technical help, and module version information.

RESOURCES | PRINT | HELP

RESOURCES | PRINT | HELP

Accessibility

This module was developed in accordance with the Rehabilitation Act Amendments of 1998 Section 508 standards for accessibility for persons with disabilities. To meet these requirements, text alternatives are provided for all graphics.

The text alternatives can be read aloud by a screen reader, allowing individuals with visual impairments to receive information that is presented graphically.

Two graphic text formats are used:

- **Alt tags:** Provide a brief description of the image (which is read aloud by a screen reader when activated)
- **Long Descriptions, or D-links:** Provide a detailed text description of an image when a short description is not sufficient. D-link descriptions are accessed by clicking the **D** located at the bottom right of the page



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Two graphic text formats

Long Description

Computer monitor with a wheelchair accessible logo and notebook computer displayed.



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[D](#)

Knowledge Reviews

Knowledge Review questions of various formats including True/False, Multiple Choice, Multiple Correct, and Fill in the Blank may be contained in this course.

The Knowledge Reviews are designed to reinforce learning and check your understanding of the material.



Module Survey

A DAU Certificate of Completion is generated after successful completion of the module survey.



Lesson Completion

You have completed the content for this lesson.

To continue, select another lesson from the Table of Contents on the left.

If you have closed or hidden the Table of Contents, click the Show TOC button at the top in the Atlas navigation bar.