

**PRE-COMPLAINT ELECTION FORM**

In accordance with 29 CFR § 1614, you are hereby advised that you may elect to engage in the **Alternative Dispute Resolution** (ADR) Process or Traditional EEO Counseling.

Workplace conflicts can distract Marine Corps personnel from focusing on the mission of their organization. For this reason, USMC policy is to use the Alternative Dispute Resolution (ADR) process at the earliest stage possible in civilian disputes, if feasible.

ADR is an alternate method for resolving all kinds of workplace disputes outside the traditional process of EEO complaints, grievances, and litigation. Mediation is the ADR process most commonly used by the Marine Corps. Unlike formal processes for resolving disputes, Mediation resolves disputes and conflicts at the earliest stage possible, it is relatively quick, and it is inexpensive.

During Mediation, which is a voluntary process, a certified neutral person facilitates a discussion between two or more parties to help them arrive at a mutually agreeable resolution of a dispute.

Mediation is not about fault or blame, it's about results. It is confidential, helps to maintain work relationships, improves communication, and promotes creative solutions.

Please be advised that Department of Navy Officials reserve the right to determine whether or not presented claims of discrimination are appropriate for ADR. You will be notified, in writing, of this determination.

\_\_\_\_\_ I wish to use the Alternative Dispute Resolution  
(ADR) Process.

\_\_\_\_\_ I wish to use Traditional Pre-Complaint Counseling.

\_\_\_\_\_ I have no interest in pursuing this matter in either  
process and hereby wish to withdraw my claim  
regarding.

(Signature)  
Aggrieved individual

Date:

\_\_\_\_\_

\_\_\_\_\_