

Each document must be filled out completely; failure to fill out all items will delay the processing of your complaint.

All information must be typed in and signed.

You are the **Complainant**.

**Document # 2:**

- RMO is the individual who has done the discriminating or harassment.
- Basis (protected categories)

Race:

- American Indian/ Alaskan Native
- White
- Asian
- Black/African American or
- Native Hawaiian/ Pacific Islander

Reprisal is only selected if you have previously participated in an EEO activity;  
if not, do not check Reprisal

**Document # 3:** initial all “Initials”

- 1. If you do not want to remain anonymous, check the first block; if you want to remain anonymous, check the second box; you may remain anonymous throughout the informal phase; if you file a formal complaint, anonymity is voided
- 3. ADR: IF you want to participate in ADR/mediation, check off “YES”

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.

**Document # 4:** You are the complainant; include full name, position, unit/section/base; sign and date

**Document # 5:** If you want to participate in ADR, check of ADR; if you do not want to participate in ADR, check of "Traditional"; if you want to withdraw your complaint, check off the perspective box, sign, and date.

**Document # 6:** Traditional Informal Complaint is a 30 day process; in some instances, the complaint may require additional time to process; the complaint process will automatically extend if ADR is elected, however, as a formality, you may extend the counseling period by checking off the perspective box

**Document # 7:** Even if you do not have an attorney at the time of the initial complaint, please sign and date the document confirming you understand that if and when you hire an attorney or representative, you must let this office know providing his or her contact information. At that time, all correspondence must go through your Representative.