



ADR Mediation Process

While conflict is a normal part of our daily lives, it can often be an uncomfortable experience, especially when it involves the workplace. When you find yourself in a dispute with a fellow employee, manager, or other colleague, mediation can help you resolve issues in a private, confidential and timely manner. The mediation process is an informal one that uses a neutral third party known as a mediator to facilitate resolution of the dispute. The mediator has no power to make a decision or force one on any party; instead, the mediator works with all parties to reach a voluntary agreement of their own making.

The process usually begins with a joint session. During the first meeting, the mediator will explain the process and how it works, and will answer any questions the parties may have. After each party has had a chance to tell his or her side of the story, the mediator may ask questions to clarify or elaborate on a particular topic. After the first joint session, the mediator may meet with each party separately (caucus) to discuss the issues in greater detail and to gain a better sense of how the parties would like the issue resolved.



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The mediation process may then continue with a series of separate meetings, or the mediator may decide to continue meeting with the parties jointly. During these joint and private meetings, the mediator will explore with the parties various options for resolving the dispute. The mediator can act in any number of roles, i.e., communicator, translator, agent of reality, etc. The *goal* of mediation is to reach a mutually agreeable resolution.

Mediation is *confidential*. The mediator will keep all information confidential. The mediator will not willingly be a witness in a court of law or an administrative process. No written record will be made of the mediation process.

Secondly, mediation is *quick*. A mediation settlement takes much less time to achieve than the more timely (and costly) process of litigation.

Finally, you do not give up any of your rights to pursue the matter formally. While mediation is designed to be an informal settlement process, it is entirely *voluntary*. The parties or the mediator can end the mediation any time.



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To assist in choosing whether or not mediation is an appropriate ADR process for your dispute, you should consider the following:

- a. The case involves continuing relationships.
- b. The parties want it settled confidentially and informally.
- c. The parties indicate they would like to have a say in shaping an agreement.

Any party can end the proceedings any time, parties should represent themselves and can be accompanied by their representative. For information link to Department of Navy ADR webpage at <http://www.adr.navy.mil> or contact MCIPAC EEO Office (ADR program coordinator) at MCBButlerCHROEEO@usmc.mil





Marine Corps Installations Pacific Alternate Dispute Resolution Mediators



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