

# ALTERNATIVE DISPUTE RESOLUTION PROGRAM



## Agency Agreement to Participate in Shared Neutrals Program

The \_\_\_\_\_ (Agency Name) is requesting participation in the Seattle Federal Executive Board (SFEB) ADR Program, a shared neutrals exchange program. If the request is accepted and executed by the SFEB ADR Program, this form also constitutes an agreement between the Agency and Program.

By signing below, I affirm that I have the authority to represent the Agency and agree to:

- 1) Assign an Agency Point of Contact to serve as a coordinator for the SFEB ADR Program.
- 2) Allow our agency's mediators (if available) to mediate for other federal agencies participating in the Seattle FEB ADR Program.
- 3) Provide mediation conference space to other federal agencies participating in the SFEB ADR Program and/or assist mediators in obtaining appropriate facilities for meetings with the disputants.
- 4) Abide by principles of confidentiality, as outlined in the Administrative Dispute Resolution Act, 5 U.S.C. 584 §4 (as amended from time to time), and the Agreement to Mediate Form.

It is understood that by signing this document the Agency does not in any way compromise its authority to control the work schedule of any employee who is acting as a mediator for the Seattle FEB ADR Program.

No compensation is given for participation in this program.

---

AGENCY NAME (Department, Agency)

---

AGENCY MAILING ADDRESS

---

CITY/STATE/ZIP CODE

---

AUTHORIZED DIRECTOR NAME

---

TITLE

---

EMAIL

---

PHONE

---

AUTHORIZED DIRECTOR SIGNATURE

---

DATE

### INSTRUCTIONS

- 1) Complete and digitally sign this fillable .pdf form on your computer
- 2) Save As AGENCY MEDIATION REQUEST – AGENCY NAME
- 3) Email to David Bayliff | david.m.bayliff@faa.gov