

REQUEST FOR Alamo FEDERAL EXECUTIVE BOARD (FEB) SHARED NEUTRAL

This request starts the ADR process, but does not release you from the timeliness requirements associated with filing EEO complaints, or any other formal process. If a solution is not reached, your rights to pursue an EEO complaint, Union grievance, or any other avenue open to you will continue, subject to any timeliness requirements.

1. It is your responsibility to meet all the requirements of the EEO complaint or Union grievance process, or any other process you select.
2. A mediator should contact you within 7 business days after your request. If no one has contacted you within this time frame, please call the FEB Office at (954) 792-1109.
3. At the mediation meeting, you may include a representative of your choice, but you and the other participant(s) will be the responsible parties in formulating the solution. If you are a bargaining unit employee and the use of mediation has been negotiated, you may wish to include your Union representative. Management and Union (when the mediation involves a bargaining unit employee) have the option to be present during the mediation as stipulated by the bargaining unit agreement.
4. You may stop the mediation process at any time. If there has been no settlement or a partial settlement, the remaining issues will be handled within your respective Agency's process.

The following person(s) request a mediator be assigned from the Alamo FEB Shared Neutrals Program. They have read and agree with the above information.

Name: _____ Phone: _____

Name: _____ Phone: _____

Agency: _____ POC Phone: _____

Agency Coordinator: _____ Phone: _____

EEO Pre-EEO Workplace Dispute Union Grievance

Basic Issue: _____ (i.e. Promotion, Training, etc.)

Send to: Alamo Federal Executive Board Fax:
 (555) 555-5555
 Email: AFPC.AFEB.Workflow@us.af.mil

or FAX:

