

OKLAHOMA FEDERAL EXECUTIVE BOARD  
MEDIATION REQUEST FORM

The Oklahoma Executive Board sponsors the Shared Neutrals Alternative Dispute Resolution (ADR) Program to facilitate the use of mediation among federal agencies. The program provides a pool of federal employees who are qualified to serve as objective mediators from outside your agency.

PROCESS: When all conflicted parties within an agency have agreed to utilize the Shared Neutrals ADR Program and signed the Agreement to Mediate, the Agency Liaison should complete this form.

1. It is your responsibility to meet all the requirements for the process you select.
2. A mediator should contact you within the near future after your request. If no one has contacted you within 10 business days, please call the FEB Office at (405) 231-4167.
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.
4. You may stop the mediation process at any time.

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

NAME	
PHONE	
NAME	
PHONE	
AGENCY	
POC PHONE	

Send to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Email:	feboklahoma@gsa.gov