

ALTERNATIVE DISPUTE RESOLUTION PROGRAM



Colorado Federal Executive Board
PO Box 25567
Denver CO 80225
303 202 4588

Agency Agreement to Participate

The _____ (Agency Name) is requesting participation in the Colorado Federal Executive Board (CFEB) ADR Program, a shared neutrals exchange program. If the request is accepted and executed by the CFEB 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 CFEB ADR Program.
- 2) Allow our agency's mediators (if available) to mediate for other federal agencies participating in the CFEB ADR Program.
- 3) Provide mediation conference space to other federal agencies participating in the CFEB 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 CFEB ADR Program. No compensation is given for participation in this program.

AGENCY NAME (Department, Agency)

AGENCY MAILING ADDRESS

CITY / STATE / ZIP

AUTHORIZED DIRECTOR NAME

TITLE

EMAIL

PHONE

AUTHORIZED DIRECTOR SIGNATURE (Digital Signature Required)

DATE

APPLICATION INSTRUCTIONS

1. Complete and digitally sign this fillable .pdf form on your computer
2. Save As Agency Agreement to Participate – YOUR AGENCY NAME
3. Email Form to Gay Page | gpage@colorado.feb.gov