Department of Veterans Affairs

NOTICE OF REFUSAL TO MEDIATE FOR CENTRAL OFFICE

NOTE: This form must be completed by the management official refusing to mediate and approved by the Assistant Secretary/Director for the relevant staff office or organization and submitted to the VACO Workplace Alternative Dispute Resolution Program via fax at 202-501-2885. e-mail WorkplaceADR@va.gov, or in-person at 1575 I Street, 10th Floor, N.W., Washington, DC 20005.

1. NAME OF MANAGEMENT OFFICAL DECLINING TO ENTER INTO MEDIATION	2. TYPE OF MEDIATION ☐ WORKPLACE DISPUTE ☐ EEO COMPLAINT
3A. NAME OF AGGRIEVED/COMPLAINANT/EMPLOYEE	3B. NAME OF DEPARTMENT AND OFFICE *(Including routing symbol)*

4. PROVIDE AN EXPLANATION FOR REFUSAL TO MEDIATE

SIGNATURE OF MANAGEMENT OFFICIAL DECLINING TO MEDIATE	DATE
APPROVED BY: SIGNATURE OF ASSISTANT SECRETARY/DIRECTOR STAFF OFFICE/ORGANIZATION	DATE
RECEIVED BY: SIGNATURE OF VACO WORKPLACE ADR PROGRAM OFFICIAL	DATE