

**Department of Veterans Affairs
National Cemetery Administration**

Notice of Refusal to Mediate

This notice indicates that _____
(Name of Manager/Supervisor/Key Staff Official)

Declined to enter into Mediation/ADR of a workplace dispute on _____.
(Date)

The above named individual has been advised of the Department’s strong commitment to fully support early conflict resolution and mediation initiatives.

Please provide a written explanation for the refusal in the space below. This form Must be completed and routed through the appropriate channel to Nicole Maldon, NCA ADR Coordinator, EEO Office (41), within five working days following the refusal to mediate. Fax the form to (202) 273-6697

Submitted by: _____ MSN HR Liaison _____ Date

Received by: _____ NCA ADR Coordinator _____ Date