

Headquarters
Washington, DC 20546-0001



ELECTION OF MEDIATION

To: [Complainant's name]

Date:

From:

Subject: Opportunity to Elect Mediation

During the initial counseling session with the EEO counselor, you were advised that you have the option of choosing to participate in mediation to attempt to resolve your complaint of discrimination. Many employees and applicants for employment find mediation to be a good way to develop an acceptable outcome that will resolve their complaints.

If you do not choose mediation your complaint will continue in the regular informal complaint process. If you do choose mediation and are unable to reach a resolution you find acceptable within the ninety-day period allotted to that process, you will have lost no rights -- your complaint will return to regular processing just as if mediation had not occurred.

☐ **Yes, I wish to participate in mediation of my EEO complaint.**

☐ **No, I do not wish to participate in mediation.**

I have elected not to participate in the (NASA HQ) Alternative Dispute Resolution Program for the following reason(s):

Signature

Date

Please return this form to me as promptly as possible to the following address [insert EEO Office Address here]:
Equal Opportunity and Diversity Management Division, LM010 (Rm. 4F39)