



# Federal Executive Board of *Minnesota*

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**About the FEB Shared Neutrals Council:** The formal Shared Neutrals Program began in 1999, following a yearlong development process begun by the U.S. Attorney's Office, U.S.D.A., U.S. Postal Service, Department of Veterans Affairs, IRS, and the National Treasury Employees Union. The Minnesota program has a small cadre of trained and experienced volunteer mediators from Federal agencies available to resolve cases in one day or less, using mediation or co-mediation techniques for any requesting Federal agency outside their own. The Shared Neutrals Council oversees this program and coordinates any mediation or ADR training for Federal employees. The Council will meet on a quarterly or semi-annual basis and during these meetings there will be discussion of programs and events planned by the council and agency announcements from each member about their agency.

Each member is responsible for being involved in the programs and events put on by Shared Neutrals Council. The council is in place ultimately to serve as a source to network and to share information that relates to mediation and ADR policy changes or activities with employees within the agencies those members represent.

More information available on our website at <http://www.doi.gov/febtc/snp.htm>

## **Shared Neutrals Council Member Responsibilities:**

- Regularly attend Shared Neutrals Council meetings and Council sponsored events. If unable to attend, members have the responsibility to contact another council member to be updated on events of the meeting.
- Inform their agency heads and agency employees of any Shared Neutral Council activities and encourage them to provide their ideas and recommendations.
- Provide feedback about the concerns of all employees to the Shared Neutrals Council.

## **Applicant Requirements:**

- Applicant is highly motivated with a strong desire to accept increased responsibility and a desire to improve diversity in the Federal Government.
- Applicant must submit their request for inclusion to his or her agency or department head, receive support from their agency, and fill out the application packet.
- Applicant must participate in all of the committee meetings and events.
- **Applicant must complete, print, sign and submit the application.**

**Diversity Council Application**

**Please complete this application thoroughly. Limit responses to the spaces provided. Select the information about yourself that you believe to be the most outstanding and relevant.**

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Name last/first/middle initial

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Agency/Position/Series/Grade/Rank

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Business Address

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Business Phone and Email

**Please share your brief biography, as it relates to mediation and ADR experience and your interest in participating on the Council.**

**APPLICANT/EMPLOYER AGREEMENT:**

**APPLICANT COMMITMENT:** Shared Neutrals Council is a committee that meets quarterly. The meetings are usually completed within an hour. There are also other events that Shared Neutrals Programs Council members need to attend.

**EMPLOYER COMMITMENT:** Employer must approve and sign the Employee Agreement that acknowledges the time commitment expected of a program participant.

**By signing this agreement, I acknowledge the foregoing conditions for participation in the FEB of Minnesota's Shared Neutrals Council.**

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Applicant's signature

Date

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Supervisor's printed name, date and phone number

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Supervisor's signature

**To submit application, please print, sign and submit my mail, fax or email: [Alyssa Poucher@nbc.gov](mailto:Alyssa.Poucher@nbc.gov)**