

AFGE LOCAL 1309
REQUEST FOR REPRESENTATION
(For use by employee in asking local for representation concerning a complaint)

To AFGE LOCAL _____

DATE _____

I request representation regarding the following complaint:

A. *Complaint.* (State in one sentence your complaint. Explain under item C.)

B. *Remedy Sought.* (State in one sentence the action you think management should take to resolve your complaint.)

C. *Fact and Circumstances.* (State the facts and circumstances regarding your complaint. Your statement could include the following: (1) name, job title, grade, work unit, organization, and phone number of each witness who knows the facts about the complaint; (2) who is affected; (3) a description of the act (or failure to act), incident or condition where the act, etc., took place; (4) why it happened—personal bias, because of union activity, alleged poor performance or conduct, discrimination due to race, color, religion, sex, national origin, or handicapping condition, etc.; (5) why you consider it a valid complaint—section of contract, regulation, law, etc., violated. Be brief, but include all the facts and use additional sheets if necessary.)

D. *Additional Space*E. – *Your Full Name* (print) _____ *Grade:* _____– *Branch & Unit:* _____ *Phone:* _____

F. – I hereby designate AFGE to represent me in the above-described complaint, and I desire to be represented by (Name): _____ Union Title: _____ of AFGE Local _____.

(*Signature of Complainant*) Date: _____

SPACE BELOW FOR LOCAL UNION USE:

1. Complaint Received by _____ Date: _____
2. Complaint Investigated by _____
3. Complaint determined: () Valid () Not Valid
4. If valid: Date action submitted to management: _____
Type of action: _____ Representative _____
Date Resolved _____ Resolution Satisfactory: () Yes () No
5. If complaint not valid: Complainant satisfied with explanation – date _____
6. Other. Referred to Local Grievance Committee – date _____
Referred to AFGEHQ – date _____
7. Date case file closed _____