



National Federation of Federal Employees
Forest Service Council
International Association of Machinists and Aerospace Workers



Warner Vanderheuel, President | Matthew Brossard, General Vice-President | Jon Mikkelsen, Secretary-Treasurer

Complaint Form

A National Federation of Federal Employees (NFFE) union grievance is a formal complaint filed by a Bargaining Unit Employee (BUE) (or the union on their behalf) regarding a matter related to their employment, potentially involving a breach of the collective bargaining agreement or other workplace policies.

We use this form to gather basic information about a complaint.

Complainant Information

Legal First Name:	Legal Last Name:
NFFE Local Lodge Number:	Duty Location:
Job Title/Series/Grade:	
USDA Email Address:	Personal Email Address:
Government Telephone Number:	Personal Telephone Number:

Complaint Information

Date of incident, or date you became aware of it:

Briefly state the facts and circumstances regarding your complaint. Your statement should include the following:

- 1) A description of the act or incident;
- 2) Why it happened: personal bias, union activity, alleged poor performance or conduct, discrimination;
- 3) Name, job title, grade, work unit, organization and duty phone of each witness who knows the facts about the complaint; and,
- 4) Why you consider it a valid complaint: give section of contract, regulation, law, etc., violated.

Be brief, but include all the facts, use additional sheets as necessary:

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

Other Contacts

Your Supervisor's Name:	Your Supervisor's Telephone Number:
Have you talked with your supervisor about it? If yes, state briefly what he/she told you:	
Have you consulted with any other management official(s) about it? If yes, name the official(s) and state briefly what you were told:	
Have you submitted your complaint to management in writing? If yes, attach a copy of your submission and any reply you have received.	

Signature

I hereby designate NFFE to represent me in the above-described complaint. I understand the Union is not obligated to take my complaint to arbitration.

Signature:	Date:
------------	-------

This form may also be digitally signed and submitted electronically from your email profile. It must come from your own profile, if you have not signed the form in hardcopy.

##