



# Federal District 1 Local Lodge Complaint Form

*Please print.*

To FD 1 NFFE Local Lodge \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_

A. Your full name \_\_\_\_\_  
 Job title \_\_\_\_\_ Grade \_\_\_\_\_  
 Work unit & organization \_\_\_\_\_  
 Duty phone no. \_\_\_\_\_ Duty hours \_\_\_\_\_  
 Home address \_\_\_\_\_  
 Home phone no. \_\_\_\_\_

**I request representation regarding the following complaint:**

**B. Complaint.**

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;
- 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.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ (Additional space on back of form.)

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

\_\_\_\_\_  
 \_\_\_\_\_

**D. Have you talked with your supervisor about it? ( ) Yes. ( ) No.**

Name of your supervisor \_\_\_\_\_ Phone no. \_\_\_\_\_  
 If yes, state briefly what he/she told you.

\_\_\_\_\_  
 \_\_\_\_\_

**E. Have you consulted with any other management official(s) about it? ( ) Yes. ( ) No.**

If yes, name the official(s) and state briefly what you were told.

\_\_\_\_\_  
 \_\_\_\_\_

**F. Have you submitted your complaint to management in writing? ( ) Yes. ( ) No.**

If yes, attach a copy of your submission and any reply you have received.

-----  
**SIGNATURE**

**G. I hereby designate NFFE Local \_\_\_\_\_ to represent me in the above-described complaint.**

I understand the Local is not obligated to take my complaint to arbitration.

\_\_\_\_\_  
*Signature of Complainant*

\_\_\_\_\_  
*Date*

