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*Representing the bargaining unit employees of Passport Services, a division of the Department of State's Bureau of Consular Affairs*

PUT NAME HERE  
Union Steward  
IAMAW NFFE FD1 FL1998  
Phone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_

### **Step 1 Grievance**

Date: \_\_\_\_\_

To: \_\_\_\_\_ - Director, \_\_\_\_\_ Agency/Center/Office

Re: \_\_\_\_\_

In accordance with Article 20 of the Master Agreement Between Passport Services and the National Federation of Federal Employees-Local 1998, I am filing this Step 1 Grievance on behalf of \_\_\_\_\_, regarding \_\_\_\_\_. This action is a violation of relevant legal authorities, including a violation of Article \_\_, Section \_\_ and Article \_\_, Section \_\_.

### **Requested Relief**

I respectfully request that Management remedy the violation by making the employee whole, including \_\_\_\_\_.

Thank you for your consideration.

Sincerely,

\_\_\_\_\_  
Union Steward – IAMAW FD1 NFFE Local 1998