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# Local 1998

National Federation of Federal Employees  
International Association of Machinists & Aerospace Workers, AFL-CIO

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## Complaint Form

For use by a bargaining unit member in asking  
Local 1998 for representation concerning a complaint

### PLEASE PRINT

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

A. Your full name \_\_\_\_\_

Job title \_\_\_\_\_ Grade \_\_\_\_\_

Work unit & organization \_\_\_\_\_

Duty Hours \_\_\_\_\_ Duty phone no. \_\_\_\_\_

Home address \_\_\_\_\_

Home phone no. \_\_\_\_\_

I request representation regarding the following complaint:

### B. Complaint.

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.

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

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

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.

G. **I hereby designate NFFE Local 1998 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*

<b>WITHDRAWAL</b>
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H. I hereby withdraw the above-described complaint.

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

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

<b>FOR LOCAL USE ONLY</b>
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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 \_\_\_\_\_ Remedy satisfactory ( ) Yes. ( ) No.

5. If not valid: Complainant satisfied with explanation ( ) Yes. ( ) No.

Referred to Executive Committee/Grievance Committee: date \_\_\_\_\_

Referred to NFFE HQ (optional): date \_\_\_\_\_

6. Date case file closed \_\_\_\_\_