# Federal District 1 Local Lodge
# Complaint Form
# Local Lodge 1563 Local Lodge 913

***Please print.***

**To FD 1 NFFE Local Lodge 1563** **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.**

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.

_____

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**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.

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## SIGNATURE

**G. I hereby designate NFFE Local 1563 to represent me in the above-described complaint.** I also release to my representative my employment records and files. I also release any and all documents needed to review, process, and present to the Forest Service Council, Forest Service Council Grievance Committee and NFFE National Office. **I understand the Local is not obligated to take my complaint to arbitration.**

_____ _____

*Signature of Complainant* *Date*

Revised November 2007

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## WITHDRAWAL

**H. I hereby withdraw the above-described complaint.**

_____ _____
*Signature of Complainant* *Date*

### *FOR LOCAL LODGE USE ONLY*

**1. Complaint received by _____ date _____**

**2. Complaint investigated by _____ date _____**

**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 FD1 HQ (optional): date _____**

**6. Date case file closed _____**