

LABOR RELATIONS CORRESPONDENCE

TO: AFGE, LOCAL 1920

DATE:

TO:

DATE:

FROM: DIRECTORATE OF CIVILIAN PERSONNEL, MER DIVISION (AFZF-CP-M)

PART A - FOR AFGE

1. SUBJECT: _____
THE ENCLOSED PROPOSAL IS SCHEDULED FOR IMPLEMENTATION ABOUT: _____ . ANY REQUEST FOR NEGOTIATIONS MUST BE SUBMITTED TO THIS OFFICE ACCORDING TO THE NEGOTIATED AGREEMENT NLT COB: _____ .
2. A FORMAL DISCUSSION WILL BE HELD, ACTIVITY/LOCATION: _____
DATE: _____ , TIME: _____ , PURPOSE: _____
3. THE ENCLOSED INFORMATION, SUBJECT: _____
WAS REQUESTED BY: _____ , REQUEST DATED: _____
4. OTHER: _____

PART B - FOR ACTIVITY

1. STEP-2 GRIEVANCE, NO. _____ , NAME: _____ , IS SUBMITTED FOR PROCESSING UNDER THE NEGOTIATED GRIEVANCE PROCEDURES. ARTICLE 19, SECTION 12 OF THE AGREEMENT REQUIRES THAT YOU MEET WITH THE EMPLOYEE AND HIS/HER REPRESENTATIVE WITHIN 10 CALENDAR DAYS OF RECEIPT OF THE GRIEVANCE BY THIS OFFICE. YOUR SUSPENSE TO MEET IS S: _____ . TO SCHEDULE THE MEETING, CONTACT THE UNION AT 287-8821 OR 532-6188. YOUR WRITTEN DECISION AND RATIONALE FOR THE DECISION MUST BE SUBMITTED THROUGH THIS OFFICE TO THE UNION WITHIN 10 CALENDAR DAYS AFTER THE MEETING. FOR TECHNICAL ASSISTANCE, CALL THE DCP POC LISTED BELOW.
2. STEP-3 GRIEVANCE, NO. _____ , NAME: _____ , IS SUBMITTED FOR PROCESSING UNDER THE NEGOTIATED GRIEVANCE PROCEDURES. ARTICLE 19, SECTION 12 OF THE AGREEMENT REQUIRES THAT YOU MEET WITH THE EMPLOYEE AND HIS/HER REPRESENTATIVE AND A REPRESENTATIVE FROM THIS OFFICE WITHIN 14 CALENDAR DAYS AFTER RECEIPT OF THE GRIEVANCE BY THIS OFFICE. YOUR SUSPENSE TO MEET IS S: _____ . YOUR WRITTEN DECISION AND RATIONALE FOR FOR THE DECISION MUST BE SUBMITTED THROUGH THIS OFFICE TO THE UNION WITHIN 20 CALENDAR DAYS AFTER THE MEETING. YOUR DECISION IS FINAL UNLESS THE UNION DECIDES TO INVOKE ARBITRATION TO SETTLE THE GRIEVANCE. TO SCHEDULE THE MEETING, CALL THE DCP POC LISTED BELOW.
3. THE ENCLOSED UNION REQUEST FOR INFORMATION IS FORWARDED FOR YOUR RESPONSE. IF CLARIFICATION IS NEEDED ABOUT THE REQUEST, CONTACT THE UNION POC AT 287-8821 OR 532-6188. THE INFORMATION MUST BE SUBMITTED TO THE UNION THROUGH THIS OFFICE S: _____ .
4. THE UNION WAS NOTIFIED OF YOUR PROPOSAL IDENTIFIED IN PART A ABOVE. SHOULD THE UNION REQUEST TO NEGOTIATE OVER YOUR PROPOSAL, YOU WILL BE NOTIFIED BY THIS OFFICE TO CONTACT THE UNION OFFICE TO SCHEDULE NEGOTIATIONS BETWEEN YOUR REPRESENTATIVE(S) AND UNION OFFICIALS. YOU MUST NOT IMPLEMENT THE PROPOSED ACTION UNTIL YOU ARE NOTIFIED BY THIS OFFICE TO PROCEED WITH YOUR IMPLEMENTATION PLANS.
5. THE UNION DID NOT REQUEST NEGOTIATIONS OVER YOUR PROPOSED ACTION LISTED IN PART A ABOVE. YOU MAY PROCEED WITH YOUR IMPLEMENTATION PLANS.
6. THE UNION REQUESTED NEGOTIATIONS OVER THE PROPOSED ACTION IDENTIFIED IN PART A ABOVE. TO SCHEDULE NEGOTIATIONS, CALL THE UNION AT 287-8821 OR 532-6188. THE NEGOTIATED AGREEMENT REQUIRES THAT NEGOTIATIONS START WITHIN 7 CALENDAR DAYS OF RECEIPT OF THE UNION REQUEST. FOR ASSISTANCE, CALL THE DCP POC LISTED BELOW.
7. OTHER: _____

COPY FURNISHED:

DCP POC:

TELEPHONE: 288-2010

C. PATRICK GENTRY
DIRECTOR, CIVILIAN PERSONNEL

AFGE SIGNATURE - RECEIPT IS ACKNOWLEDGED

DATE: