PROFESSIONAL AVIATION SAFETY SPECIALISTS

FLIGHT STANDARDS BRANCH

GRIEVANCE NUMBER (provided by FAA)

GRIEVANCE RECORD (DISCIPLINARY OR ADVERSE ACTION - ARTICLE 5, SECTION 7, STEP 1)

AGGRIEVED

GRIEVANT (EMPLOYEES' NAME IF APPROPRIATE)	LOCATION

ARTICLES/SECTION VIOLATED	NAME OF UNION REPRESENTATIVE

GRIEVANCE

DESCRIPTION OF FACTS

CORRECTIVE ACTION DESIRED

SUBMISSION TO SECOND LEVEL SUPERVISOR (Article 5, Section 7, Step 2)
(Send a copy to the Division Manager if supervisor is Office Manager)

RECEIPT ACKNOWLEDGED

SIGNATURE	DATE	MANAGEMENT OFFICIALS SIGNATURE	DATE

ELEVATION TO DIVISION MANAGER (Article 5, Section 7, Step 3)
(Send to Manager, Labor Relations Branch)

SIGNATURE	DATE