



PROFESSIONAL AVIATION SAFETY SYSTEMS SPECIALISTS

FLIGHT STANDARDS BRANCH

GRIEVANCE NUMBER (provided by FAA)

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GRIEVANCE RECORD (GENERAL PURPOSE - ARTICLE 5, SECTION 7)

AGGRIEVED

GRIEVANT (EMPLOYEES' NAME IF APPROPRIATE)	LOCATION

ARTICLES/SECTION VIOLATED	NAME OF UNION REPRESENTATIVE

GRIEVANCE

DESCRIPTION OF FACTS

CORRECTIVE ACTION DESIRED

SUBMISSION TO FIRST LEVEL SUPERVISOR (Article 6, Section 7, Step 1)		RECEIPT ACKNOWLEDGED	
SIGNATURE	DATE	MANAGEMENT OFFICIALS SIGNATURE	DATE

ELEVATION TO SECOND LEVEL SUPERVISOR (Article 6, Section 7, Step 2)
 (Send a copy to the Division Manager if supervisor is Office Manager)

SIGNATURE	DATE

ELEVATION TO DIVISION MANAGER (Article 6, Section 7, Step 3)
 (Send to Manager, Labor Relations Branch)

SIGNATURE	DATE