

ATTACHMENT 1A1

SAMPLE LETTER DESCRIBING POTENTIAL CHARGING PARTY'S PRE-FILING ACTIVITIES

(date)

Potential Charging Party
(name and address)

Dear Mr./Ms. (name):

I am writing in response to your inquiry concerning the filing of an unfair labor practice charge. Before a charge is filed we suggest that the parties to a dispute communicate with each other and discuss the situation with the goal of reaching a solution that meets the needs of both parties. We have found that resolutions reached by parties without relying upon outside assistance have a better chance of permanently enhancing the parties' relationship. However, should the parties agree that the FLRA's assistance is desirable, you should jointly request this service (See enclosure which describes the alternative dispute resolution services we provide). We provide assistance to the maximum extent possible consistent with staff availability.

In the event that you decide to file an unfair labor practice charge, I have enclosed FLRA Form 22, Charge Against an Agency which you should complete and send to this Office. Before you complete the form you should take time to organize your thoughts and collect supporting documents and other evidence. You should ask yourself the following questions: What part of subsection of section 7116 of the Federal Service Labor-Management Relations Statute (Statute) has been violated? How do I support this allegation? What witnesses will support my allegation and what will they say? Do the provisions of the parties' collective bargaining agreement have any impact upon the allegations? What are my interests in this case and what remedy am I seeking?

After you have organized your information you should complete the Charge Form. Make sure to sign and date the form and provide the information asked for in each part of the form. You are required to serve a copy of the charge upon the party against whom the charge is made and to provide this office with a written statement of such service. Also to support of your allegations that an unfair labor practice has been committed, enclose with your charge any documentary evidence and names/telephone numbers of witnesses. If you choose to file a charge by facsimile transmission, as is permitted by our

regulations, do not exceed the five (5) page limitation. In any event, our regulations do **not** permit you to send supporting evidence and documents to us by facsimile transmission. See 5 C.F.R. § 2423.5.

The general rule of drafting a charge is to answer the “who, what, when, where, and how questions when describing the alleged violative acts (section 6 of the form).

- Who, for the Charged Party, violated the Statute (list title)?
- What occurred to cause the alleged violations?
- When did the alleged violation occur (dates)?

A lengthy allegation is unnecessary and is not required.

Shortly after the Region docket the charge, the case will be assigned to an FLRA Field Agent for investigation. The Agent will contact you at that time to acquaint you with the process. If you have any additional questions about the unfair labor practice process, feel free to contact this office for additional assistance.

Very truly yours,

Regional Director

enclosure