

NTEU

The National Treasury Employees Union

CHAPTER 72

Received by _____
 Incident Date _____ SLA Date _____
 Steward _____
 Steward _____

The information you provide on this document will help your steward understand your issue(s). Please complete all sections and sign the Designation of Representative on the last page.

Name: _____ SEID: _____
 Personal Email: _____
 Home/Cell: _____ TOD: _____
 Department: _____ Job Title: _____
 Supervisor: _____ NTEU Member: YES NO
 Day Shift Night Shift Swing Shift Weekend Shift
 New Hire Permanent Seasonal Term Temporary
 Are you on a detail? NO YES - Department _____
 Do you have Special Needs? NO YES _____ (Optional)

- **Choose Issue(s):**
- Proposed Discipline
 - Tax Compliance / 1203(b)
 - Manager Writeup
 - AWOL Charge(s)
 - Overtime / Credit Hours
 - Leave Denial
 - Performance Appraisal
 - Compensation / Awards
 - Workplace Safety
 - Reasonable Accommodation
 - FMLA
 - TIGTA/Management Interview
 - Discrimination
 - Harassment
 - Hostile Work Environment
 - Other _____

Briefly describe your concern using the textbox below. If you want to provide additional documentation or relevant paperwork (ex: Form 6850-BU for a Performance Appraisal issue) please do so before submitting your designation.

Date of incident _____

Email signed Designation to NTEU72Notice2@irs.gov

*The area below is intended for NTEU Chapter 72 Use Only

Resolved Counsel Provided No Merit Withdrawn Barred

Date Resolved _____ **Employee Initials** _____ **Steward SEID** _____



NTEU Chapter 72 Designation of Representation

I, _____ (print name), designate as my official representative NTEU Chapter 72, in accordance with 5 U.S. Code § 552(a) and the 2022 National Agreement Article 7, to access all my personnel folders to include but not limited to EPF, OPF, Drop file and all other associated records.

My signature authorizes my representative, NTEU Chapter 72, to access any personal information maintained by the Employer that is a requirement of my representative to secure the information being requested. This designation remains effective until it is revoked or a new designation is filed.

GRIEVANT'S SIGNATURE

DATE