DEPARTMENT OF HOMELAND SECURITY Transportation Security Administration

GRIEVANCE-MEDIATION REQUEST

INSTRUCTIONS: This Grievance-Mediation Request supersedes all previous versions and may be used to file a grievance in accordance with the Collective Bargaining Agreement (CBA) in effect between the Transportation Security Administration and the American Federation of Government Employees. When completing this form, please include an email address(es) that is checked regularly. You may include additional pages and attach supporting documentation. If used, this form must be submitted to **ResolutionCenter@tsa.dhs.gov** or faxed to 703-603-4057. Please see Article 28, *Grievance Processes*, of the CBA for more information, to include filing requirements and time limits.

SECTION I. Affected Party(ies)						
Last Name:		First Name:			Middle Initial:	
Airport Code/Office:		Position/Title:				
Phone Number: Email:						
SECTION II. Filing Party						
Submitted by: Affected Party(ies) (Section I)						
AFGE Representative (Section III)						
SECTION III. Designated AFGE Representative (If Applicable)						
AFGE Representative Name:	Role with AFGE:					
Email:			Phone:	Airport Code (if	applicable):	
SECTION IV. Mediation						
Mediation is available at any time during the grievance process. Either party may request mediation by email to ResolutionCenter@tsa.dhs.gov with a copy to the other party. The non-requesting party may decline to engage in mediation. Please see Article 28, Section G. a. I request mediation.						
b. I do not request mediation.						
SECTION V. Information Required (See Article 28, Section I.2)						
Description of the action or decision decision (may include additional page)	ges):					
b. The provision(s) of TSA policy that was allegedly violated, if applicable, and how (may include additional pages):						

C.	The provision(s) of the Determination, and/or CBA (including Article 28), and national level memoranda of agreement and/or national level memoranda of understanding between the Union and the Agency, as well as local agreements agreed to by TSA and AFGE consistent with the Determination, that were allegedly violated, if applicable, and how (may include additional pages):
d.	Please attach a copy of the action being grieved (if adverse/discipline/corrective action) (if applicable).
e.	A grievance meeting is or is not requested for Step I (or Step II for National Level and/or Agency grievances).
f.	The requested relief:
	TE: In addition to the above, the grievant should also include supporting documentation which is in their possession at the time grievance is filed, but this does not waive the grievant's ability to further supplement the grievance.
SE	CTION VI. Other Forms of Resolution Sought
(E	is another avenue of external redress been sought (including but not limited to, filing a formal Equal Employment Opportunity EO) complaint with the TSA EEO Office; filing an appeal to the Merit Systems Protection Board (MSPB); filing a complaint with e Office of Special Counsel (OSC))?
Υ	es No (check one)
lf	yes, in which forum:
SE	CTION VII. Acknowledgement by the Filing Party (Section II)
lа	ffirm the information on this form is true and accurate to the best of my knowledge and belief.
Sig	nature: Date:
	ARNING: This record may contain Sensitive Security Information that is controlled under 49 CFR parts 15 and 1520. If so, no part

of this record may be disclosed to persons without a "need to know", as defined in 49 CFR parts 15 and 1520, except with the written permission of the Administrator of the Transportation Security Administration or the Secretary of Homeland Security. Unauthorized release may result in civil penalty or other action. For U.S. government agencies, 5 U.S.C. 552 and 49 CFR parts 15 and 1520 govern public disclosure.

PRIVACY ACT STATEMENT: AUTHORITY: 49 U.S.C. 114(n) authorizes the collection of this information. **PRINCIPAL PURPOSE(S):** TSA will use this information in the investigation and resolution of your grievance. ROUTINE USE(S): This information may be shared in accordance with the routine uses identified in the following systems of records notices: DHS-ALL-018 Administrative Grievance Records, MSPB/GOVT-1 Appeals and Case Records, EEOC/GOVT-1 EEO in the Federal Government Complaint and Appeals Records, and OSC/GOVT-1 OSC - Complaint Litigation and Political Activity Files. **DISCLOSURE:** Voluntary. Failure to provide this information could result in a delay or inability to resolve your grievance.