

INTAKE FORM

Filing confidentially?

Yes

☐

No

☐

Basic Information

First Name

Last Name

Phone

Email

Job Title: _____

Airport Code: _____

Work Location: _____

First line supervisor: _____

Second line supervisor: _____

Summary of Complaint

Date of incident: _____

Time of incident: _____

Location of incident: _____

Briefly describe the incident: _____

Have you discussed this with anyone in management?

Yes

☐

No

☐

If yes, please provide details below: _____

Are there any witness involved?

Yes

☐

No

☐

If yes, please provide details below:

Name: _____ Additional information: _____

Name: _____ Additional information: _____

Name: _____ Additional information: _____

Considerations

If filing confidentially, a steward will not make initial contact with you at the worksite and will instead contact you via phone or email to discuss next steps.

All cases are different and unique, and we will work with you to establish a timeline and next steps.

TSA Officers have a right to an AFGE Representative in a meeting that may lead to discipline, but you must ask for it:

"If this meeting or discussion could in any way lead to my being disciplined or terminated, or to adverse action against me, I respectfully request that my union representative, officer or steward be present at this meeting."

I hereby certify this intake form was filled out truthfully and to the best of my knowledge.

Signature

Date

Please assign a case number and create case file to upload all documents to Local 899 drive