



# 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