

**HUMAN RESOURCES DESK GUIDE
ADMINISTRATIVE GRIEVANCE SYSTEM
GRIEVANCE TRANSMITTAL**

DATE: _____

TO: _____
First Line Supervisor

(Note to Supervisor: If employee elects a representative on the second page of this form, please contact your servicing Employee Relations Specialist immediately.)
(http://www.aphis.usda.gov/mrpbs/contact_us/downloads/erphonelst.pdf)

FROM: FULL NAME: _____
TITLE/GRADE: _____
NAME OF ORGANIZATION: _____
WORK TELEPHONE NUMBER: _____
EMAIL ADDRESS: _____

I. REQUEST FOR ALTERNATIVE DISPUTE RESOLUTION (ADR):
I understand that Alternative Dispute Resolution ([ADR](#)) is available and includes such processes as mediation, facilitation, conciliation, etc., and that they are designed to foster communication and understanding among employees and their supervisors.

I elect to use ADR during the informal process.

I do not elect to use ADR during the informal process.

II. GRIEVANCE ISSUES: I have included the following information in support of my grievance (attach additional sheets if necessary).

a. The specific detailed concerns which are the basis for the grievance are:

b. A list of supporting evidence and documentation which I have attached:

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c. My suggested remedies for resolving my grievance are:

III. **DESIGNATION OF REPRESENTATIVE:** I understand I may designate a representative of my choice to assist me provided that my choice: (1) does not result in a conflict of interest or position; (2) does not involve a representative who has other priority work to perform; or, (3) does not cause unreasonable delay or cost in the processing of the grievance. I must bear any attorney fees, travel, or other costs associated with this representation.

I elect not to use a representative.

I elect to use the following representative:

FULL NAME OF REPRESENTATIVE: _____

POSITION/TITLE: _____

WORK ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

SIGNATURE OF GRIEVANT

Note: Please attach the supporting evidence and documentation as listed on the previous page. Send the entire package to your immediate supervisor. The use of government postage or envelopes is prohibited under Departmental Regulation 3050-001, Mail Management, dated May 11, 2012, Section 11.d.

<https://www.ocio.usda.gov/document/departmental-regulation-3050-001>