

FEDERAL SECTOR LABOR RELATIONS NOTICE TO FEDERAL MEDIATION AND CONCILIATION SERVICE

MAIL TO: NOTICE PROCESSING UNIT
FEDERAL MEDIATION AND CONCILIATION SERVICE
2100 K STREET N.W.
WASHINGTON D.C. 20427

THIS NOTICE IS IN REGARD TO: (MARK "X")

- ① AN INITIAL CONTRACT (INCLUDE FLRA CERTIFICATION NUMBER) # _____
 A CONTRACT REOPENER REOPENER DATE ____/____/____
 THE EXPIRATION OF AN EXISTING AGREEMENT EXPIRATION DATE: ____/____/____

- ② OTHER REQUESTS FOR THE ASSISTANCE OF FMCS IN BARGAINING (MARK "X")
 SPECIFY TYPE OF ISSUE(S):

- ③ ISSUE(S): REQUEST FOR GRIEVANCE MEDIATION (SEE ITEM # 10) (MARK "X")

④ NAME OF FEDERAL AGENCY _____ NAME OF SUBDIVISION OR COMPONENT, IF ANY _____

STREET ADDRESS OF AGENCY _____ CITY _____ STATE _____ ZIP _____

AGENCY OFFICIAL TO BE CONTACTED _____ AREA CODE & PHONE NUMBER _____

⑤ NAME OF NATIONAL UNION OR PARENT BODY _____ NAME AND / OR LOCAL NUMBER _____

STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

UNION OFFICIAL TO BE CONTACTED _____ AREA CODE & PHONE NUMBER _____

⑥ **LOCATION OF NEGOTIATIONS OR WHERE MEDIATION WILL BE HELD**
 STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

⑦ APPROX. # OF EMPLOYEES IN BARGAINING UNIT(S) >> _____ IN ESTABLISHMENT >> _____

⑧ THIS NOTICE OR REQUEST IS FILED ON BEHALF OF (MARK "X") UNION AGENCY

⑨ NAME AND TITLE OF OFFICIAL(S) SUBMITTING THIS NOTICE OR REQUEST _____ AREA CODE & PHONE NUMBER _____

STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

FOR GRIEVANCE MEDIATION, THE SIGNATURES OF BOTH PARTIES ARE REQUIRED:*

⑩ SIGNATURE (AGENCY) _____ DATE _____		SIGNATURE (UNION) _____ DATE _____
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*Receipt of this form does not commit FMCS to offer its services. Receipt of this form will not be acknowledged in writing by FMCS. While use of this form is voluntary, its use will facilitate FMCS service to respondents. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to FMCS Division of Administrative Services, Washington, D.C. 20427, and to the Office of Management and Budget, Paperwork Reduction Project. Washington, D.C. 20603