

ATTACHMENT 3L1

SAMPLE CONFIRMING LETTER FOR CHARGING PARTY WITNESS (§ 7118(a)(4) - UNTIMELY FILED CHARGE)

(date)

Name of Witness
(Address)

Re: Case Name and Case Number

Dear Mr./Ms. (Name):

This letter confirms our telephone conversation today concerning the investigation of the unfair labor practice charge in the captioned case which was filed with this Office on (date). Specifically, we discussed the Union's allegation that the Agency violated section 7116(a)(1) and (5) of the Federal Service Labor-Management Relations Statute when management unilaterally removed a phone from the machine shop area without first providing the Union with notice and an opportunity to bargain.

You stated that management implemented this change on (date - more than six months prior to the filing of the charge) and that you discussed this matter with a unit employee the day after management implemented the change.

If the facts as described above are in error or are incomplete in any way, please contact me by telephone at (number) or in writing on or before (date). If I do not hear from you by that date, I will assume that the facts as described are correct. In addition, this letter will be submitted to the Regional Director as evidence that s/he will consider in deciding this case.

I appreciate your cooperation in the investigation of this case.

Sincerely,

Field Agent