

ATTACHMENT 301

SAMPLE LETTER

RE: CHARGING PARTY FAILURE TO PROVIDE CLARIFICATION OF CHARGE--WARNING OF POTENTIAL DISMISSAL

(date)

Charging Party
(Name and Address)

Re: Case Name and Case Number
Request for Amended Charge

Dear Mr./Ms. (Name):

In preparing to investigate the captioned case which the Region docketed on (date), I have determined that it is necessary that the Charge be amended. I tried to contact you by telephone yesterday and today but I was unsuccessful.

The allegation and the theory of the violation are unclear as stated on the charge. The Region cannot begin to investigate the charge until you have filed an amended charge to clarify the allegation and theory of the violation. Once you have sufficiently clarified the allegations and theory of the violation in an amended charge, I will contact the parties to begin the investigation.

Please submit the amended charged which contains the clarification of the charge to the Regional Director at the above address by (date). Failure to submit the amended charge by (date) may result in dismissal of the charge for lack of cooperation. You are reminded to serve the Charged Party with the amended

charge as required by section 2423.6(d) of the FLRA's regulations. If you have any questions concerning this matter, feel free to contact me at (telephone number).

Sincerely,

Field Agent