

ATTACHMENT 2B1

SAMPLE LETTER RETURNING DEFICIENT CHARGE TO CHARGING PARTY

(DATE)

(Charging Party)
(address)

Dear Mr./Ms. (Name)

I am returning the unfair labor practice charge (enclosed) that you sent to this Office which is dated (date). A Charging Party is required to complete every box on the form before a Regional Office considers it appropriate to docket and file the charge. In your case, I have determined that your charge is deficient because you have (insert case specific deficiency, e.g., failed to identify the Charged Party; failed to sign the charge form in the appropriate box). Specifically, you must (insert appropriate action to cure deficiency, e.g., clearly identify the Charged Party in the appropriate space of the Charge Form (Form 22 enclosed); sign the charge form at the bottom in box #8) and send the charge to this Regional Office where it will be docketed and filed. In completing these actions you are reminded of the time requirements for filing a ULP charge--absent certain exceptions--a charge must be filed within six months of the event which is alleged to be a ULP. Section 7118(a)(4) of the Federal Service Labor-Management Relations Statute contains this time limitation.

If you have any questions concerning this letter or any other aspect of the ULP procedure or would like assistance, feel free to call this office at the above telephone number.

Very truly yours,

Regional Director

enclosures