

## ATTACHMENT 311

### SAMPLE COVER LETTER AND AFFIDAVIT OF CHARGING PARTY TAKEN TELEPHONICALLY

(Date)

(Name and Address)

Re: (Case Name and Number)

Dear Mr./Ms. (Name):

Enclosed is an affidavit that I have prepared based on our telephone conversation on (date) concerning the captioned case. Please review the affidavit and make any necessary **minor** corrections, changes or additions. Draw a line through words as needed or insert additional words as needed. Initial each change and initial in the space provided at the bottom of each page. Please call me if there is a **major** correction, change, or addition that you would like to make to the affidavit. As we agreed upon, please return the original signed affidavit by ( ). Should you fail to return the signed affidavit by the required date, the Regional Director may decide the case without your affidavit, or the case may be dismissed for lack of cooperation if no other evidence has been submitted.

Thank you very much for your cooperation in this matter.

Sincerely,

Field Agent

Enclosure

**UNITED STATES OF AMERICA**  
**BEFORE THE FEDERAL LABOR RELATIONS AUTHORITY**

(            ) **REGION**

**AFFIDAVIT**

State of \_\_\_\_\_

Case Name \_\_\_\_\_

Case Number \_\_\_\_\_

I, (name), make the following voluntary statement in cooperation with an official investigation being conducted pursuant to the Federal Service Labor-Management Relations Statute. I have been assured by an Agent of the Federal Labor Relations Authority that this statement will be considered confidential by the United States Government and will not be disclosed as long as the case remains open, unless I testify at a formal hearing and it then becomes necessary to produce the statement at the hearing. Upon the closing of the case, the statement may be subject to disclosure in accordance with the Freedom of Information Act, as amended.

Home Address:

Home Telephone Number:

Work Telephone Number:

Work Position:

Work Location:

Years worked with Employer:

Union Position:

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Affiant's Initials \_\_\_\_\_





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have read, and have had an opportunity to correct, this affidavit consisting of (number) pages, including the signature page, and affirm that the facts asserted are true and correct to the best of my knowledge and belief.

(Signature)

(Date)

Page ( ) of \_\_\_\_

Affiant's Initials