

# ATTACHMENT 2B2

## MODEL UNIFORM OPENING LETTER

Re: Charged Party and Charging Party  
Agency, Local facility (if needed)  
City, State  
Case No. XX-CX-XXXXX

Dear (Charging and Charged Party Representative):

Enclosed is a copy of the unfair labor practice charge which has been filed with this Office and assigned the case number shown above. You will be contacted shortly by the Agent who has been, or will be, assigned to investigate the charge. If you have any questions please contact directly either the Agent or Regional Point of Contact indicated below.

If you are the party who filed the charge (Charging Party), and have not done so already, please promptly submit to this Office any documentary evidence that is available to support your charge. It is also important that you prepare to discuss with the Agent the facts relating to your charge, identify any witnesses upon whom you intend to rely to prove the allegations in your charge and gather any documents relating to the charge.

If you are the party against whom this charge is filed (Charged Party), you are requested to review the allegations in the charge and submit a written position to this Office. If you do not understand the underlying basis for the charge, contact (assigned Agent or Regional Point of Contact named below). You also are expected to cooperate fully in the investigation and will be asked by the agent to supply documentary evidence or witnesses as is deemed necessary.

To assist both parties in understanding how an unfair labor practice charge is processed, I have enclosed an information sheet describing the investigatory process. Also, if someone other than you will be representing your party in this matter, please complete the enclosed "Notice of Designation of Representative."

The policies and practices of the Federal Service Labor-Management Relations Statute are best served by informal resolution of unfair labor practice disputes. The General Counsel encourages the informal resolution of unfair labor practice charges prior to the issuance of a complaint. The Agent assigned to the case, as part of the investigation, will assist the parties in informally resolving the dispute that resulted in the filing of this charge. In addition, the parties may request that the Region conduct a Alternative Case Processing Procedure.

Participation in the Alternative Case Processing Procedure is voluntary. Also enclosed is an information sheet, in a question and answer format, describing the dispute resolution services offered by the Office of the General Counsel, including the Alternative Case Processing Procedure. Please read the description of Alternative Dispute Resolution Services we provide and consider whether any of these services would be beneficial to the parties.

Sincerely,

Regional Director

Assigned Agent or Regional Point of Contact: (Name, phone number, e-mail address)

Enclosed: Description of Unfair Labor Practice Investigation Procedure  
Alternative Dispute Resolution Services Q&As  
Notice of Designation of Representative