

# NTEU

The National Treasury Employee Union  
 IRS NATIONAL OFFICE CHAPTER 65  
 SERVICING THE NATIONAL OFFICE SINCE 1952

## CASE QUESTIONNAIRE

Name:	Organization Symbols:
Work phone:	Home phone:
Manager's Name:	Manager's phone:
Manager's Title:	Job Classification:
Your Work Location: Bldg      Floor      Room	Manager Work Location: Bldg      Floor      Room

Are you a Bargaining Unit Employee? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you an NTEU Chapter 65 member: Yes \_\_\_\_\_ No \_\_\_\_\_

Briefly describe the situation or action that you believe NTEU can assist you with below:

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Date of alleged incident: (e.g., date you received performance evaluation) \_\_\_\_\_

Contract violations: (If not known steward will assist you)

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Relief requested:

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\_\_\_\_\_  
 Your Signature

\_\_\_\_\_  
 Date

NOTE: Completion of this form does not constitute a grievance. You must meet with a steward to determine if you have a grievance issue(s).

NTEU Chapter 65 Steward \_\_\_\_\_ Date: \_\_\_\_\_

Grievance : Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Not Filing a Grievance: \_\_\_\_\_

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Bank Time Utilized: \_\_\_\_\_ Steward: \_\_\_\_\_

Bank Time Utilized: \_\_\_\_\_ Steward: \_\_\_\_\_