COMPLAINT
(Under Grievance Procedures)

A written statement is to be completed by the aggrieved individual and submitted to the Supervisor of the person whose actions are being grieved or to the Regional Administrator, if the complaint is against a person directly supervised by the Regional Administrator.

Today's Date: ___/___/___
Date Incident Occurred or Complaint Originated: ___/___/___

Who are all the persons involved in the situation?

_____

Name Address Phone

_____

Name Address Phone

_____

Name Address Phone

_____

Name Address Phone

Statement of Complaint:_____

_____

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_____

Steps already taken to Resolve the Complaint:_____

Remedy Expected: _____

Signed: _____ _____

Print name and Relationship to Agency