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INTAKE FORM FOR EMPLOYMENT LAW ADVICE MATTERS*

Employment & Labor Law Unit
Office of the Solicitor

Date Submitted:

Employee's First & Last Name (or Union & Local):

Bureau (i.e., NPS):

Region/Park/Office (i.e., National Capital Region, George Washington Memorial Park):

Bureau HR/LR Contact Person (name & phone):

Litigation (please indicate the type of litigation at issue from the list below):

EEOC	Federal Labor Relations Authority
Arbitration	District Court
MSPB	Appeals Court

Advice Issue (select all that apply):

Misconduct Investigation	Reasonable Accommodation
Discipline	Informal EEO advice to Managers
Letter of Counseling/Warning	Labor
Letter of Reprimand	Reduction in Force
Suspension	Suitability Determinations
Demotion	Drug and Alcohol Testing
Reassignment	Whistleblower Retaliation
Removal	OSC Investigation
Probationary Removal	Policy Review
Performance	FMLA
General Management Concerns	Workers Compensation
Veteran's issues	
Hiring	

Relevant Management Contacts (name, phone and office location):

****Please complete this form in its entirety and submit it to sol-ellu@sol.doi.gov to assist in assignment of this matter in the Eastern Region of the Employment & Labor Law Unit***

Office Location of Employee or Union (e.g., FWS Midwest Region 3, Indiana, Big Oaks National Wildlife Refuge):

Brief Summary of Issue (Attach all relevant documents. If sent electronically, redact PII or send encrypted. If over 25 pages, please also provide in hard copy.):

Does this issue involve any special circumstances? (threat/safety issue; employee is on or will be on administrative leave; deadline driven, such as reasonable accommodation, etc.) If so, explain:

Please name which attorney already has knowledge of this matter or employee:

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