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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

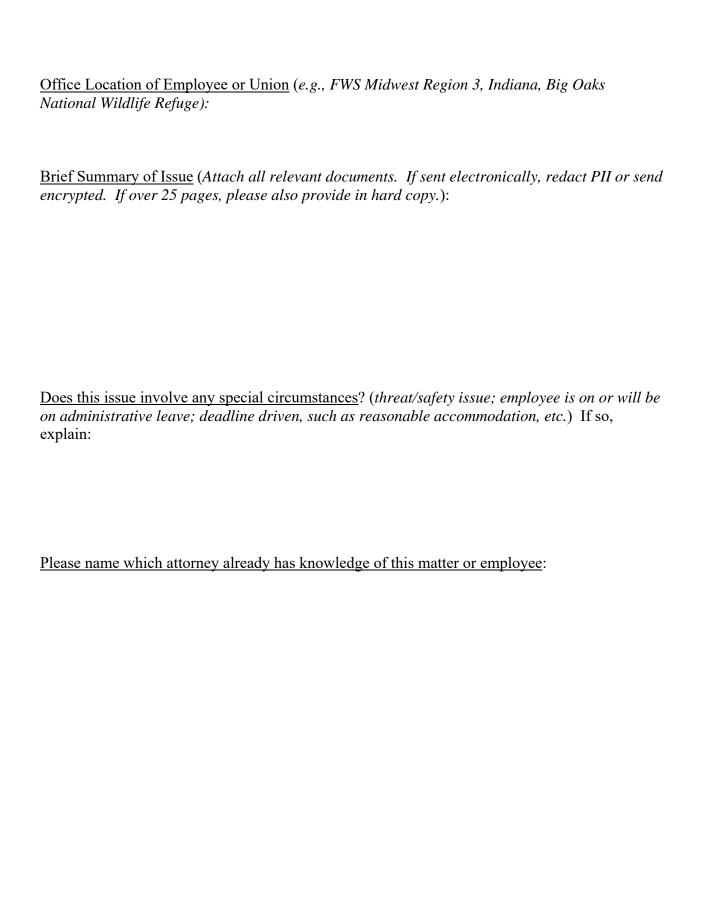
General Management Concerns Workers Compensation

Veteran's issues

Hiring

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

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



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