

**American Federal of Government Employees
Local**

MEMORANDUM

Date:

To:

From:

Subject: Request for Action : Unacceptable Conduct by the Public

The union has received a report of an incident involving unacceptable conduct by a member of the public. The incident occurred on . Specifically, a member of the public

As you know, Article 9, Section 21 requires management to take appropriate action when such an incident is brought to their attention.

Please take appropriate action to abate this unacceptable form of conduct and provide a response to this report by Close of Business .

The union is also requesting copies of all written notices (including abatement plans) resulting from this report on a flow basis. (See Article 9 Section 3.A.7.)