

FMCS FORM F-53  
REVISED 5-92

Form Approved  
OMB No. 3076-0005  
Exp. NOV. 1997

**FEDERAL SECTOR LABOR RELATIONS  
NOTICE TO FEDERAL MEDIATION AND CONCILIATION SERVICE**

MAIL TO: NOTICE PROCESSING UNIT  
FEDERAL MEDIATION AND CONCILIATION SERVICE  
2100 K STREET N.W.  
WASHINGTON D.C. 20427

**THIS NOTICE IS IN REGARD TO: (MARK "X")**

- ①  AN INITIAL CONTRACT (INCLUDE FLRA CERTIFICATION NUMBER) # \_\_\_\_\_  
 A CONTRACT REOPENER REOPENER DATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
 THE EXPIRATION OF AN EXISTING AGREEMENT EXPIRATION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

- OTHER REQUESTS FOR THE ASSISTANCE OF FMCS IN BARGAINING (MARK "X")  
 ② SPECIFY TYPE OF ISSUE(S):

- REQUEST FOR GRIEVANCE MEDIATION (SEE ITEM # 10) (MARK "X")  
 ③ ISSUE(S):

④ NAME OF FEDERAL AGENCY\* NAME OF SUBDIVISION OR COMPONENT, IF ANY  
 STREET ADDRESS OF AGENCY CITY STATE ZIP  
 AGENCY OFFICIAL TO BE CONTACTED AREA CODE & PHONE NUMBER

⑤ NAME OF NATIONAL UNION OR PARENT BODY NAME AND / OR LOCAL NUMBER  
 STREET ADDRESS CITY STATE ZIP  
 UNION OFFICIAL TO BE CONTACTED AREA CODE & PHONE NUMBER

⑥ LOCATION OF NEGOTIATIONS OR WHERE MEDIATION WILL BE HELD  
 STREET ADDRESS CITY STATE ZIP

⑦ APPROX. # OF EMPLOYEES IN BARGAINING UNIT(S) >> \_\_\_\_\_ IN ESTABLISHMENT >> \_\_\_\_\_

⑧ THIS NOTICE OR REQUEST IS FILED ON BEHALF OF (MARK "X")  UNION  AGENCY

⑨ NAME AND TITLE OF OFFICIAL(S) SUBMITTING THIS NOTICE OR REQUEST AREA CODE & PHONE NUMBER  
 STREET ADDRESS CITY STATE ZIP

**FOR GRIEVANCE MEDIATION, THE SIGNATURES OF BOTH PARTIES ARE REQUIRED:\***

⑩ SIGNATURE (AGENCY) DATE SIGNATURE (UNION) DATE

\*Receipt of this form does not commit FMCS to offer its services. Receipt of this form will not be acknowledged in writing by FMCS. While use of this form is voluntary, its use will facilitate FMCS service to respondents. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to FMCS Division of Administrative Services, Washington, D.C. 20427, and to the Office of Management and Budget, Paperwork Reduction Project. Washington, D.C. 20603

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