

The letter below is just an example/template; your letter does not have to be written exactly the same but be sure to include any/all pertinent information. We used the Truck Driver as an example; just replace Truck Driver with the applicable Roster name. If you have any paper work (*Advertisement, Award, Force Assignment Letter, Qualifications or a copy of a previous Roster showing your correct Date and Rank*) supporting your Roster protest, list what they are in the letter and enclose a copy of them.

If you are protesting another employee, just write a letter explaining why you believe that the employee's Roster date/Rank is incorrect. If you have any documentation supporting your claim include it with the letter.

When you finish writing your letter keep a copy for your records, mail or email one copy to Dale Bogart or Renato Rufo, see contact info below.

Any questions or concerns call Dale Bogart at 607-217-5333 or Renato Rufo at 401-829-2909

Dale Bogart Jr.
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Renato Rufo
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Date

My name is _____, Employee #_____. My hire date is _____.

*While reviewing the 2021 Northern District Track **or** Structures Department Seniority Roster I noticed that my name did not appear on the Truck Driver Roster **or** I noticed that my name appeared on the Truck Driver Roster with an incorrect Rank and or Date.*

*On mm/dd/year, I was forced assigned **or** awarded the position of Truck Driver: Advertisement # 000-NET-0000, in Gang X-789.*

Enclosed you will find all pertinent information regarding my correct Truck Driver Roster date and or Rank.

- 1. Advertisement # 000-NET-0000*
- 2. Award # 000-NET-0000, with an effective date of mm/dd/year.*
- 3. Copy of page # 2 of the 2017 Northern District Truck Driver Seniority Roster.*
- 4. Qualification Card*
- 5. Force Assignment Letter*