13 May 2019

MEMORANDUM FOR OSHA AREA DIRECTOR

 ATTENTION: Mr. John Doe

FROM: XXX ABW Occupational Safety Manager

 Street Address

 XXXX AFB XX Zip code

SUBJECT: Petition for Modification of Abatement Date (PMA), OSHA Inspection Number XXXXXX, Notice(s) X, Item(s) X

1. Describe all steps taken by the employer, and the dates of such action, in an effort to achieve compliance during the prescribed abatement period. Request date to abate the identified hazard(s) be amended to insert date.

2. What will be the specific additional abatement time necessary in order to achieve compliance.

3. List the reasons such additional time is necessary, including the unavailability of professional or technical personnel or of materials and equipment, or because necessary construction or alteration of facilities cannot be completed by the original abatement date.

4. List all available interim steps being taken to safeguard the employees against the cited hazard during the abatement period.

5. Documentation is available upon request. Please direct any questions to the Installation Name Occupational Safety Office at (XXX) XXX-XXXX.

 JANE G. DOE, GS-13, DFAS

 Occupational Safety Manager