



National Association of Letter Carriers Request for Information

To: _____ Date _____
(Supervisor Customer Services)

(Station/Installation)

Dear _____,

Pursuant to Article 17 and 31 of the National Agreement, I am requesting the following information:

1. _____.
2. _____.
3. _____.
4. _____.
5. _____.
6. _____.
7. _____.
8. _____.

I am making this request on behalf of the following employee / employees:

Class Action _____ Grievant _____

I am making this request based on the following reason:

1. _____

Your cooperation in this matter will be greatly appreciated. If you have any questions concerning this request, or if I may be of assistance to you in some other way, please feel free to contact me.

Sincerely,

Shop Steward
NALC

Request received by: _____
(Supervisor)

Date: _____



National Association of Letter Carriers Request for Information Discipline

To: _____
(Manager/Supervisor)

Date: _____

(Station/Post Office)

Manager/Supervisor _____,

Pursuant to Articles 17 and 31 of the National Agreement, I am requesting the following information to investigate a grievance concerning the _____ issued to _____ on _____:

I am also requesting a copy of any and all documents, statements, records, reports, audio/video tapes, photographs, or other information learned, obtained, developed or relied upon by the Postal Service in the issuance of the above mentioned discipline.

I'm also requesting time to interview the following individuals:

Your cooperation in this matter will be greatly appreciated. If you have any questions concerning this request, or if I may be of assistance to you in some other way, please feel free to contact me.

Sincerely,

Shop Steward
NALC

Request received by: _____

Date: _____



National Association of Letter Carriers Request for Steward Time

To: _____ Date: _____
(Supervisor Customer Services)

(Station/Post Office)

Dear _____,

Pursuant to Article 17 of the National Agreement, I am requesting the following steward time to:

Investigate a Grievance Write & Prepare a Grievance Interview Witnesses

I anticipate needing approximately _____ (hours) of steward time, which needs to be scheduled no later than _____. In the event more steward time is needed, I will inform you as soon as possible.

Individuals the union needs to interview:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Your cooperation in this matter will be greatly appreciated. If you have any questions concerning this request, or if I may be of assistance to you in some other way, please feel free to contact me.

Sincerely,

Shop Steward
NALC

Request received by: _____
(Supervisor)

Date: _____



National Association of Letter Carriers Request for Informal A Meeting

To: _____
(Manager/Supervisor)

Date _____

(Station/Post Office)

Last day for Informal Step A Meeting: _____
(14th day)

Grievant/Class: _____

NALC Grievance #: _____

Pursuant to Articles 15, 17 and 31 of the National Agreement, I am requesting to discuss the above referenced dispute at an Informal Step A Meeting:

Meeting scheduled for _____ with _____.
(Mutually agreed upon date/time) (Manager/Supervisor)

Your cooperation in this matter will be greatly appreciated. If you have any questions concerning this request, or if I may be of assistance to you in some other way, please feel free to contact me.

Sincerely,

_____ Request received by: _____

Shop Steward
NALC

Date: _____



National Association of Letter Carriers Time Limits Extension

The parties agree to extend the time limits established in Article 15 of the National Agreement for the following grievance(s) until this date _____.

Grievant(s) Name: _____

This grievance concerns: _____

Local Grievance Number: _____

This agreement is for the purpose of extending:

The time until the Informal Step A meeting is held _____

The continuance of the Informal Step A meeting _____

The time for the appeal to Formal Step A _____

The time until the Formal Step A meeting is held _____

The continuance of the Formal Step A meeting _____

The time for the appeal to Step B _____

USPS Representative

NALC Representative

Date

Date