



NATIONAL ASSOCIATION OF LETTER CARRIERS - BRANCH 1100
 13252 Garden Grove Blvd, Suite #100, Garden Grove, CA 92843-2204
 714-748-1100 / 714-750-2365 (FAX)

Memorandum

DATE: _____

TO: _____

FROM: NALC Branch 1100

SUBJECT: Request for Information, Documents, and/or Witness Availability relative to processing a grievance

Nature of Violation: _____

Grievance # (if at Formal Step A): _____

We request that copies of the following documents be provided to properly identify whether or not a grievance does exist. Please provide the information to the below listed individual, at their work location. If the author is a branch officer please send to the address listed above.

- ___ Copy of letter of charges ___ Past Discipline ___ Prior grievance resolutions
- ___ Grievant statement ___ Witness Statement(s) ___ Discussion notes
- ___ Time records _____ ___ Form 3972 (1 year) ___ Form 3971/Dates _____
- ___ Form 3996/Dates _____ ___ Form 3997/Dates _____ ___ Form 1571/Dates _____
- ___ Form 1838/Dates _____ ___ Form 1840 _____ ___ Form 1840-b _____
- ___ Form 1813/Dates _____ ___ Restricted S/L Notice ___ Step increase deferral Notice
- ___ Form 1750 (supv evaluation) ___ Form 50 ___ Form 2240
- ___ Investigative Interview notes ___ Review and Concurrence Docs
- ___ Postal Data Center Quarterly Printout on Sick Leave and LWOP (3-quarters)
- ___ Copy of medical documentation supplied by grievant for _____

___ Any other relevant information not specifically requested but relied upon by the employer to support its position

- ___ Other: 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

 For NALC Branch 1100 (Print)

 (Signature)