



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)