



Date Received at Step B (MM/DD/YYYY)

USPS-NALC Joint Step A Grievance Form

INFORMAL STEP A — NALC Shop Steward Completes This Section (See instructions on page 2.)

1. Grievant's Name (Last, first, middle initial) 2. Grievant's Telephone No. (Include area code) 3. Seniority Date (MM/DD/YYYY) 4. Status (Check one) 5. Grievant's Employee Identification Number (EIN) 6. District, Installation, Work Unit, ZIP Code 7. Finance No. 8. NALC Branch No. 9. NALC Grievance No. 10. Incident Date (MM/DD/YYYY) 11. Date Discussed With Supervisor (Filing date) 12a. Companion MSPB Appeal? 12b. Companion EEO Appeal? 13a. Supervisor's Printed Name, Initials, and Telephone No. 13b. Steward's Printed Name, Initials, and Telephone No.

FORMAL STEP A — Formal Step A Parties Complete This Section (See instructions on page 2.)

14. USPS Grievance No.: Obtain prior to Formal Step A meeting. 15. Issue Statement: Provide contract provision(s) and frame the issue(s). 16. Undisputed Facts: List and attach all supporting documents. Use additional paper if necessary. Attachments? No Yes Number 17. UNION'S full, detailed statement of disputed facts and contentions: List and attach all supporting documents. Use additional paper if necessary. Attachments? No Yes Number 18. MANAGEMENT'S full, detailed statement of disputed facts and contentions: List and attach all supporting documents. Use additional paper if necessary. Attachments? No Yes Number 19a. Union Representative: Enter the remedy requested by the union. 19b. Settlement Offer: List any settlement offers by either party on page 3. 20. Disposition (Check one) Resolved Withdrawn Not Resolved Date of Formal Step A Meeting (MM/DD/YYYY) 21a. USPS Representative's Name 21b. Telephone No. (Include area code) 21c. USPS Representative's Signature 21d. Date (MM/DD/YYYY) 22a. NALC Representative's Name 22b. Telephone No. (Include area code) 22c. NALC Representative's Signature 22d. Date (MM/DD/YYYY)