

UNION'S OFFICIAL REQUEST FOR INFORMATION

In accordance with the provisions of Articles 17 and 31 of the National Agreement, and the Joint Contract Administration Manual (JCAM) pages 17-5 through 17-6 and pages 31-1 through 31-3, the NALC union hereby officially requests information necessary to determine whether to proceed with a grievance.

As a designated representative of the NALC, I request the following:

_____ Any *and all* information and documents taken into consideration by management, in reaching your decision to impose disciplinary action. This should include a written and signed notification to me of any substantive information you obtained and relied upon, which is not otherwise revealed to me on a USPS document you'll be providing. This is necessary, and required, to enable me to prepare a full and fair defense for the employee.

This request relates to the disciplinary action issued on _____ (date), to the following employee _____

_____ The following information and/or documents relating to a potential contract violation:

Signature of requesting union official

Title of union official

Date

Signature of receiving mgmt. official

Title of mgmt. official

Date