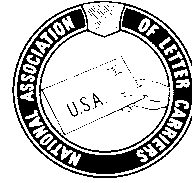


National Association of Letter Carriers

Capital City Branch 380
Trenton, New Jersey



CHECKLIST FOR GRIEVANCE FILE

- () Local Grievance Number _____
- () Completed 8190 Grievance Form
If the parties are unable to resolve the grievance, the Shop Steward is required to fill in the Informal Step A Section - Items 1 through 13, obtain the supervisor's initials in item 13a, and forward the 8190 Form to union and management.
Formal Step A representatives within 7 days of the discussion.
- () Member's Request for Action Form (if applicable)
- () Completed Member's Information Form (Discipline Cases)
- () Predisciplinary Investigation (PDI) notes
- () Grievant's Statement/Interview notes
- () Supervisor's Interview notes
- () Witness Statement/ Interview notes
- () Request for Information form
Include all Grievance documentation
- () Request for Union Time form
- () Check the Contract carefully.
- () Check the JCAM carefully.
- () Check Material Reference System (MRS) carefully
- () Discuss the grievance with other Union representatives if you are in doubt.
Representative's Name: _____
- () Checklist for Grievance Investigation
- () Agreement to Extend Time Limits
- () Informal Step A Summary form