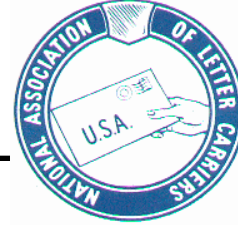


National Association of Letter Carriers
Capital City Branch 380
Trenton, New Jersey



DATE: _____

BRANCH GRIEVANCE #: _____

CASE DESCRIPTION: _____

NOTICE OF REQUEST FOR INFORMATION

In compliance with Article XXXI, Section 2, of the National Agreement, we request the information below to determine whether to file or continue processing a grievance.

Information Requested:

(If Grievance involves a Disciplinary action check this box)

Please provide the NALC with any and all information used or obtained by management in the investigation of, and in the decision to issue the discipline in, this case. Include copies of all documents, forms, notes, witness statements, names and addresses of witnesses, photos, sections of manuals and handbooks and any other material in management's possession relevant to this case.

AND/OR Please Provide the following:

Signature of USPS representative

Signature of NALC representative

Date(s) when the requested information was provided. If provided on different dates, list the date of each with a description of the info for that date.