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



# USPS-NALC Joint Step A Grievance Form

## INFORMAL STEP A — NALC Shop Steward Completes This Section

1. Grievant's Name (Last, first, middle initial)		2. Home Telephone No.	
3. Seniority Date (MM/DD/YYYY)	4. Status (Check one) <input type="checkbox"/> FT <input type="checkbox"/> FTF <input type="checkbox"/> PTR <input type="checkbox"/> PTF <input type="checkbox"/> TE		5. Grievant's SSN
6. Installation/Work Unit		7. Finance Number	
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? <input type="checkbox"/> Yes <input type="checkbox"/> No		12b. Companion EEO Appeal? <input type="checkbox"/> Yes <input type="checkbox"/> No	
13a. Supervisor's Printed Name and Initials (Completed by Supervisor)		13b. Steward's Printed Name and Initials (Completed by Steward)	

## FORMAL STEP A — Formal Step A Parties Complete This Section

14. USPS Grievance No. \_\_\_\_\_

15. Issue Statement/Provide Contract Provision(s) and Frame the Issue(s)  
\_\_\_\_\_

16. Undisputed Facts (List and Attach All Supporting Documents) \_\_\_\_\_ Attachments?  No  Yes   Number \_\_\_\_\_

17. UNION'S full, detailed statement of disputed facts and contentions (List and Attach All Supporting Documents) \_\_\_\_\_ Attachments?  No  Yes   Number \_\_\_\_\_

18. MANAGEMENT'S full, detailed statement of disputed facts and contentions (List and Attach All Supporting Documents) \_\_\_\_\_ Attachments?  No  Yes   Number \_\_\_\_\_

19. Remedy Requested/Offered  
\_\_\_\_\_

20. Disposition and Date (Check one) \_\_\_\_\_ Date of Formal Step A Meeting (MM/DD/YYYY)  
 Resolved    Withdrawn    Not Resolved

21a. USPS Representative Name	21b. Telephone No. (Include Area Code)
21c. USPS Representative Signature	21d. Date (MM/DD/YYYY)
22a. NALC Representative Name	22b. Telephone No. (Include Area Code)
22c. NALC Representative Signature	22d. Date (MM/DD/YYYY)