



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?
17. UNION'S full, detailed statement of disputed facts and contentions: List and attach all supporting documents. Use additional paper if necessary. Attachments?
18. MANAGEMENT'S full, detailed statement of disputed facts and contentions: List and attach all supporting documents. Use additional paper if necessary. Attachments?
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)
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)

FORMAL STEP A — Formal Step A Parties Complete This Section

19b. Management Settlement Offer *(if any)*

19b. Union Settlement Offer *(if any)*

Formal Step A Parties — Provide Mailing Address

USPS Formal Step A *(Print street, city, state, and ZIP Code®)*

NALC Formal Step A *(Print street, city, state, and ZIP Code)*

NOTE: If grievance ultimately goes to arbitration, this page MUST be removed from the file prior to submitting the case to the arbitrator.