



NALC Branch 1100

National Association of Letter Carriers

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Horace Lewis

DATE: _____

TO: USPS Step A Designee

CITY: _____

SUBJECT: Formal Step A Appeals(s)

In accordance with Article 15, Section 2. Grievance Procedure – Steps, Informal Step A (c), please find attached the following Formal Step A Grievance Appeal(s):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Note: Please contact Labor Relations to obtain a USPS Regional Number for each of the grievances listed above so that it can be entered under item 14 of the PS Form 8190 at the Formal Step A Meeting. Also, under the guidelines of Article 15, this meeting must be held within seven days of your receipt of this/these grievance(s) unless mutually extended. Please be advised that if a Formal Step A meeting is not held within the prescribed time frame, the Union will appeal this grievance to Step B without a Formal Step A Meeting (and without management's disputed facts and contentions) in order to protect the time limits. Your cooperation in this matter is greatly appreciated.

Also, in accordance with Article 17, Section 3 and Article 31, Section 3 of the National Agreement the Union hereby requests any and all relevant information pertaining to the grievance(s) referenced above.

Name of Steward
NALC, Branch 1100
cc: file