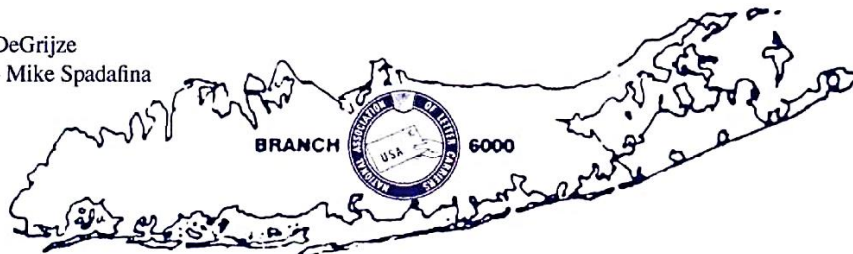


Executive Vice President - Tom Siesto
1st Vice President - Charlie Smith
Recording Secretary - Joe Morelli
Financial Secretary - Sean Killeen
Treasurer - William Rotunda
Area Rep. - Patricia McDermott
Area Rep./O.W.C.P. Rep - Gary DeGrijze
Director of City Delivery/Safety - Mike Spadafina

Long Island Merged Branch 6000
National Association of Letter Carriers

HBR/MB/NSBA Rep. - James Tuthill
Editor - James Jongbloed
Sgt. At Arms/Trustee #1 - Ryan Curry
Trustee #2 - Mike Castellano
Trustee #3 - Rich Hipp
Trustee #4 - Jacqueline La Rosa
Trustee #5 - Justin Puglisi



630 BROADWAY • AMITYVILLE, NY 11701-2119
Telephone (631) 789-1616

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RICHARD McLEHOSE, President

www.nalcbranch6000.com

Notice of Request to Schedule an Informal Step A Meeting

To: _____ Date: _____

Postmaster/Supervisor: _____

Station and Zip Code: _____

In compliance with Article 15 of the National Agreement, I am requesting that we schedule an Informal Step A Meeting, no sooner than _____, and no later than _____, to discuss and
(Month/Day/Year) (Month/Day/Year)

attempt to resolve a grievance for an incident that occurred on _____.
(Month/Day/Year)

Action taken:

____ Both parties agree to meet on _____ at _____.
(Date) (Time)

____ Both parties agree to set a date and time by _____.
(Date)

____ Management will not set a date and time. (explain) _____.

Signed,

X _____
NALC Shop Steward (date)

X _____
USPS Supervisor/Postmaster (date)

Place this form with the grievance file