REQUEST FOR INFORMATION

TO: ______________________  DATE: ______________________

In reference to the following Grievance or Grievances __________________, we need the following information to support our case. Please check this paper carefully and supply us with copies of the items checked.

DISCIPLINE

- Letter of Warning
- 7/D Suspension Notice
- 14/D Suspension Notice
- Indefinite Suspension
- Emergency Suspension
- Notice Removal Notice
- Letter of Decision
- Grievant and/or Witness Statements

CONTRACTUAL

- Form 50 - Notification of Personnel Action
- Letter of Notification
- Doctor's Note
- Doctor's Bill
- Form 1223-A - Employee Pay Stub
- Form 1260 - Non-Transactor (Time Card)
- Station's Time Certification Sheets
- Form 3971 - Employee's Request for Leave
- Form 3972 - Supervisor's Absence Analysis Control
- TAG Report(s)

FORMS

- Overtime Desired List for Quarter __________________ year 200
- Daily Work Sheets for Pay Period __________________ year 200
- Station's Form for Recording Curtailed Mail On All Routes
- Form 1571's - Route Curtailed Mail Slips
- Form 3996's - Carrier - Auxiliary Control
- Form 3998 - Unit Summary of City Delivery Assignments
- Form 3999's - Supervisor Street observation
- Form 1838 - Carrier's Count of Mail (Management's summary)
- Form 1838-A - Carrier's Count of Parcel Post and Combination (Management Summary)
- Form 1838-B - Parcel Post Firm Delivery Worksheet
- Form 1838-C - Carrier's Count of Mail (Carrier Worksheet)
- Form 1840's - Summary of Count and Inspection
- Form 1840A's - Summary of Carrier's Mail Count
- Form 1840B's - Carrier Time Card Analysis
VEHICLE FORMS

* OF-346 - U.S. Government License, (if applicable)
* SY-94 - Statement of Witness
* Form 91's - Employee's Accident Report
* Form 1234 - Trip Card (Vehicle)
* Form 1700 - Vehicle Accident Investigation Worksheet
* Form 1700's - Supervisor's Accident Report
* Form 1769 - Accident Report
* Form 4582's - Supervisor's Driving Evaluation
* Form 4584 - Vehicle Operation Tag
* Form 4584 - Observation of Driving Practices
* Form 4585 - Postal Driver Accident Information
* Form 4586 - Accident Information

OWCP CLAIMS

* CA-1 - Employee's Claim for Traumatic Injury
* CA-2 - Employee's Claim for Occupational Illness
* CA-2a - Employee's Claim for Reoccurrence of Injury
* CA-4 - Claims for Compensation on Account of Occupational Illness
* CA-7 - Claims for Compensation on Account of Traumatic Injury
* CA-8 - Claim for Continuing Compensation
* CA-16 - Request for Examination and Treatment
* CA-17 - Duty Status Report
* CA-20 - Attending Physician's Report
* Medical Narrative

DOIS / MSP Scans

* MSP Location Report (base information for a selected route)
* MSP Overview Report (displays MSP performance for entire unit)
* MSP Route Report (displays MSP performance data for one or all routes in a unit either daily or weekly)
* MSP Carrier Report (displays MSP performance data for one or all carriers in a unit)
* Missed Scan Report (displays missed scan statistics for each route in a unit)
* Invalid Route Report (identifies the carrier in unit who has logged in with an invalid route number)
* Invalid Scan Report (displays data for each invalid scan during a selected service date)
* Unit Feedback Report (Possible Office Scans, Missed Office Scans, Office Scan Percentage, Possible Street Scans, Missed Street Scans, Invalid Street Scans, Street Scan Percentage, and On-Time Street Scan Percentage)
* Individual Weekly Performance Report
* Individual Weekly Bar Graph / Report
* Individual Weekly Performance Trend Graph
* Individual Weekly Miscellaneous Routes Performance Report
* Unit Daily Performance Report
* Clock Ring Discrepancy Report
* Individual Clock Ring Discrepancy Report
* Individual Weekly Clock Ring Discrepancy Bar Graph
* Unit Clock Ring Discrepancy Report
* Dispatch Feedback Report
* Route / Carrier Daily Performance / Analysis Report
* Miscellaneous Route / Carrier Daily Performance / Analysis Report
* Volume Report
* Flash Statistics Worksheet
* Budget Detail Reports (daily summary by week for a unit)
* CSDRS Daily or Weekly Worksheet (mail condition and DPS savings statistics)
* Delivery Unit Seniority Report
* Dispatch Feedback Report
* DPS Analysis Report
* Overtime Worksheet
* Revised Carrier / Route Assignment
* Route Base Information Report
* Route / Carrier Daily Performance Report
* Route Information Card
* Route Pending Special Inspection Report
* Route Review Report
* Unit Daily Performance Report
* Unit Recap Report
* Weekly Schedule Report
* Work Assignment Overtime Report
* Workhour / Workload Report
* Workload Status Report
* Workhour Discrepancy Report
* PS Form 1564A - Route Instructions
* PS Form 1813 - Late Leaving / Returning
* PS Form 3971 - Create Vacancy (Employee leave)
* PS Form 3972 - Absence Analysis
* PS Form 3999 - Inspection of Letter Carrier Route
* PS Form 3999 - Manual Entry

Tacs
* Employee Everything (ALL) Report
* Hours Analysis Report
* Overtime Alert Report
* Hours Type Inquiry Report
* Other

Other

REQUESTED BY: ________________________________