

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
- \* TAC 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 4564 - 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 - Claims 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: \_\_\_\_\_

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