

# NATIONAL ASSOCIATION OF LETTER CARRIERS

Greater East Bay Branch 1111 – Affiliated with AFL-CIO  
402 37<sup>th</sup> Street, Richmond, CA 94805-2134, Tel: (510) 237-5111 Fax: (510) 237-5181

## REQUEST FOR INFORMATION RELATIVE TO PROCESSING A GRIEVANCE PURSUANT TO NATIONAL AGREEMENT ARTICLE 17, SECTION 3 AND ARTICLE 31, SECTION 2

Grievant (or Class): \_\_\_\_\_

Branch Grievance # \_\_\_\_\_

This grievance or possible grievance concerns:

\_\_\_\_\_  
\_\_\_\_\_

Post Office: \_\_\_\_\_ Station(s): \_\_\_\_\_

Shop Steward, Chief Shop Steward or Union Official Making Request:

### *Offices Served*

*Alameda  
Alamo  
Antioch  
Benicia  
Berkeley  
Brentwood  
Clayton  
Concord  
Crockett  
Danville  
El Cerrito  
Fairfield  
Fremont  
Livermore  
Martinez  
Moraga  
Oakland  
Orinda  
Pinole  
Pittsburg  
Pleasanton  
Richmond  
Rodeo  
San Lorenzo  
San Ramon  
Suisun City  
Union City  
Vallejo  
Walnut Creek*

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Requested Information**

Title of Form/Document \_\_\_\_\_ Date(s) \_\_\_\_\_

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_  
\_\_\_\_\_

6. \_\_\_\_\_  
\_\_\_\_\_

7. \_\_\_\_\_  
\_\_\_\_\_

ANY OTHER INFORMATION USPS RELIES ON TO JUSTIFY ACTION TAKEN

Postal Official Receiving Request (Print Name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

POSTAL OFFICIAL: PLEASE PLACE A CHECK MARK IN THE LAST COLUMN ABOVE FOR ALL INFORMATION PROVIDED.  
FOR ALL ITEMS NOT PROVIDED, STATE REASON.