



Branch 11's Headquarters: James E. Worsham Bldg.

# National Association of Letter Carriers

AFFILIATED WITH AMERICAN FEDERATION OF LABOR & C.I.O.

CHARLES D. DUFFY

## BRANCH NO. 11- CHICAGO



*Mack I. Julion, President*

### INFORMAL STEP A GRIEVANCE FORM

Grievant Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Grievance Type: \_\_\_\_\_

**Record the "what", "when", "who" (witnesses), "where" and "why" details (facts) of the grievance you obtain by interview of the grievant (or by other means) below:**

**What happened?:** \_\_\_\_\_

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

**Who else was involved and how?:** \_\_\_\_\_

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

