

Shop Steward Checklist

Branch 1690

- _____ PS Form 8190 (top half MUST be filled out lines 1-13)
Supervisor MUST print, initial, date, a telephone number
- _____ Assign Branch grievance number
- _____ If grievance Settled- Fill out "Informal A Settlement Sheet"
(USPS and NALC reps sign, date, and GATS)
- _____ If NOT settled-FAX immediately to hall 8190 & Worksheet
- _____ Make copy for your records
- _____ Mail file to Hall (It will be added to the Fax information)
- _____ Request for Information form(s)
- _____ Grievance Worksheet (Fill out all sections)
- _____ Statement from SHOP STEWARD
- _____ Statement from Grievant
- _____ Include Supporting Documentation FOR GRIEVANCE
(LMOU, JCAM, ELM, MRS, Step B decisions, 3971, etc.)
- _____ Management Documentation received
(Please identify with "M" in the top corner)

IF IN DOUBT CALL THE HALL; WE WILL INSTRUCT YOU WHAT TO INCLUDE.

THANKS.