



# USPS-NRLCA Joint Step 1 Grievance Form

1a. Grievant's Name (Last, first, middle initial)		1b. Grievant's EIN (Employee Id Number)
1c. Grievant's Title, Designation Code, and Route No.		1d. Telephone No. (include area code)
1e. Grievant's Mailing Address		
2a. Post Office	2b. Branch/Station	2c. Telephone No. (include area code)
3a. Date of Incident	3b. Date of Step 1 Discussion with (Filing date)	3c. Was Grievance Timely? (Explain)
4. Issue (Complaint)		
5. Contract Provisions (Articles at issue)		
6. Full, Detailed Statement of Undisputed Facts (Attachments, as necessary)		
7. Management's Full, Detailed Statement of Disputed Facts (Attachments, as necessary)		
8. Management Contentions		
9. Union's Full, Detailed Statement of Disputed Facts (Attachments, as necessary)		
10. Union Contentions		
11. Remedy Sought by the Union		
12a. Disposition (Check one) <input type="checkbox"/> Settled <input type="checkbox"/> Denied <input type="checkbox"/> Withdrawn <input type="checkbox"/> Sustained <input type="checkbox"/> Other (Specify)		12b. Date of Disposition
13. Signature of Installation Head of Designee and Telephone No.		14. Signature of Union Step 1 Official and Telephone No.