



# NALC Branch 908 — Bill Revak



\_\_\_\_\_ Postal Installation  
Request for Information — Articles 17 & 31

## Document Information

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

To: \_\_\_\_\_

Office: \_\_\_\_\_

From: \_\_\_\_\_

Branch: NALC Branch 908 — Bill Revak

Re: Request for Information — Articles 17 & 31

Subject: \_\_\_\_\_

## Statement of Purpose

Pursuant to **Articles 17 and 31, Section 3** of the National Agreement, the Union hereby requests the following information necessary to investigate a potential grievance on behalf of *[describe affected employee(s) or class — e.g., “all city letter carriers assigned to the [installation name] installation”]*.

*[Briefly describe the matter under review in 1-2 sentences. Use neutral, fact-seeking language. Example: “The Union is reviewing how [practice or decision] is currently being established and applied, and whether it is consistent with [relevant Article / Handbook section].”]* The information requested below is necessary to make that determination.

## Information Requested

1. *[List the first item of information requested. Be specific about what document, report, form number, or record you need, and the date range if applicable.]*
2. *[Item 2.]*
3. *[Item 3.]*
4. *[Item 4.]*
5. *[Item 5.]*
6. *[Add or remove items as needed for your specific investigation.]*

## Response Requirements



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The Union requests this information in **electronic format** where available. As the matter is time-sensitive and affects daily carrier operations, the Union requests a response within **three (3) business days** of receipt of this request.

Please send all responsive documents to: \_\_\_\_\_

Your cooperation in providing this information as required under **Articles 17 and 31** of the National Agreement is greatly appreciated. If you have any questions about this request or need clarification on any of the items above, please feel free to contact me directly.

## Scope of Steward Authority

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This request is made in my capacity as Shop Steward representing city letter carriers at *[list installations covered by your stewardship]*. While this particular RFI is focused on *[installation under investigation]*, the Union **may also review similar information** for other installations under the same management if the initial findings indicate it would be helpful.

## Submitted By

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Respectfully,

\_\_\_\_\_  
NALC Shop Steward — Branch 908

*cc: Branch File*