



# National Association of Letter Carriers

## Request for Information

To: \_\_\_\_\_  
Supervisor Customer Services

Date \_\_\_\_\_

\_\_\_\_\_  
Station/Installation

Dear \_\_\_\_\_,

Pursuant to Article 17 and 31 of the National Agreement, I am requesting the following information:

1. Copy of PS Form 3996 for Letter Carrier \_\_\_\_\_ from \_\_\_\_\_.
2. Copy of TACS Employee Everything Reports for Letter Carriers \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.
3. Copy of PS Form 1017B for the week of \_\_\_\_\_ through \_\_\_\_\_.
4. Copy of Letter Carrier \_\_\_\_\_'s Investigative Interview.
5. Copy of the Request for Discipline for Letter Carrier \_\_\_\_\_ for the \_\_\_\_\_ dated \_\_\_\_\_.
6. A copy of the Workhour/Workload Report (by Route) for Route \_\_\_\_\_ for the period \_\_\_\_\_ to \_\_\_\_\_.
7. A copy of the Workload Status Report for \_\_\_\_\_ Station for \_\_\_\_\_.

I am also requesting copies of any and all documents, statements, records, reports, audio/video tapes, photographs, or other information learned, obtained, developed or relied upon by the Postal Service in the issuance of the \_\_\_\_\_ dated \_\_\_\_\_, involving employee \_\_\_\_\_.

I am also requesting time to interview the following individuals:

1. Letter Carrier(s) \_\_\_\_\_.

Your cooperation in this matter, will be greatly appreciated. If you have any questions concerning this request, or if I may be of assistance to you in some other way, please feel free to contact me.

Sincerely,

\_\_\_\_\_  
Shop Steward  
NALC

Request received by: \_\_\_\_\_

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