

ASSAULT:

- _____ Notice of action.
- _____ Past discipline –Status of.
- _____ Postal Inspectors IM.
- _____ Statement from employees/witnesses.
- _____ Statements of steward interview of _____ Grievant _____ non-postal witness _____ Supervisor. (What did the employee(s) allegedly do?)
- _____ If unable to get written statements, c copy of the interview.
- _____ Copy of the request to installation head/designee requesting discipline (DAP).
- _____ Concurring supervisor interview.
- _____ 2608
- _____ Clock rings/EARs of all affected employees.
- _____ Police records.
- _____ OPF – accommodations/awards.
- _____ Copy of rules/policies on the issue.
- _____ Any previous discussion on this issue?
- _____ Medical documentation. Is there medical reason for this behavior?
- _____ Request copy of supervisor's independent investigation.
- _____ Stewards statement of facts and contentions:
- _____ Has it met the test of just cause? Why is the discipline being issued?
- _____ Was there a Pre-D? When, Where, What was said.
- _____ Always request them to be made whole as though they had lost no time.

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_____ Request all information used to make this discipline determination.

_____ Cite article 16,3,19

_____ Use exhibit form, number all documents, mark documents.

_____ Look at leave book/EARs, were the employees at work for discussions etc?

_____ Mitigating circumstances?

_____ Investigate the Specific Charge.

_____ Exhibit forms. Number all documents.