

DISCIPLINE:

- _____ Notice of action
- _____ 3972 & 3971
- _____ Medical Documents/ is there an illness causing problems?
- _____ Past Discipline – Status of.
- _____ Postal Inspectors Investigative Memo
- _____ Statements from employees/witnesses
- _____ Statements of steward interview of _____ Grievant _____ non-postal witness _____ supervisor (ask why discipline was issued).
- _____ If unable to get written witness statements, a copy of the interview.
- _____ copy of the request to installation head/designee requesting discipline (DAP)
- _____ Concurring supervisor interview
- _____ Request a copy of the 2608
- _____ Request copy of the 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- discipline discussion? When, Where what was said?
- _____ Always request that the grievant be made whole as though they had lost no time.
- _____ Request all information used to make this discipline determination.
- _____ Cite article 16, 3 and 19.
- _____ Use exhibit form, number all documents.

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_____ Look at leave book/EARs. Was the employee at work for discussion, etc?

_____ Mitigating circumstances?

_____ Investigate the specific charge.

_____ Supervisors notes.