

INSUBORDINATION:

_____ Notice of action.

_____ Past discipline – Status of.

_____ Postal Inspectors IM

_____ Statement from employees/witnesses. Make note of body language, language etc.

_____ Statements of steward interview of _____ Grievant _____ non-postal witness _____ supervisor. (what did the employee allegedly do?)

_____ If unable to get written witness statements, a copy of the interview.

_____ Copy of the request to installation head/designees requesting discipline (DAP)

_____ Concurring supervisor interview.

_____ 2608

_____ Request copy of supervisor's independent investigation.

_____ EEO records

_____ Copy of rules/instructions

_____ Any previous discussion on this issue?

_____ OPF: awards, accommodations etc.

_____ Medical documents/ Is there a medical problem causing this action?

_____ MSPB rights?

_____ 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 the to be made whole as though they had no lost time.

more

_____ 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. Was the employee at work for discussions, etc?

_____ Address the charge and the reason why.

_____ Mitigating circumstances?

_____ Investigate the Specific Charge.

_____ Supervisors notes.