

## LETTER OF DEMAND:

\_\_\_\_\_ Copy of Letter of Demand.

\_\_\_\_\_ Copy of audit (Form 3294).

\_\_\_\_\_ Copy of Form 3369 (records of all audits conducted).

\_\_\_\_\_ Was audit conducted within 4 months of previous audit?

\_\_\_\_\_ Was audit performed in quiet area?

\_\_\_\_\_ Was section 362 of the F-1 complied with?

\_\_\_\_\_ Were independent counts made? (see section 261 of F-50)

\_\_\_\_\_ Was section 212 of the F-50 complied with?

\_\_\_\_\_ Form 3294 signed. Get copy.

\_\_\_\_\_ Did letter contain employees right to grieve (473 of F-1)

\_\_\_\_\_ Is there an overage in another employees credit? (F-1)

\_\_\_\_\_ Locks changed per the F-1? Duplicate keys sealed in form 3977?

\_\_\_\_\_ Annual exam of locks and keys in unit? (Form 1628)

\_\_\_\_\_ Did postmaster/other employees have access to grievant's stock?

\_\_\_\_\_ What safeguards are applied. Has the APWU security problem form been filed?

\_\_\_\_\_ Refer to F-1

\_\_\_\_\_ Is an inventory of Form 3977 kept? Done every 6 months. Written record of exam?

\_\_\_\_\_ Copy of Grievant's training record.

\_\_\_\_\_ 2608

\_\_\_\_\_ Leave book/EAR's.

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\_\_\_\_\_ Request all information used to determine there was need for a letter of demand.

\_\_\_\_\_ Mitigating circumstances.

\_\_\_\_\_ Copy of Invoice.

\_\_\_\_\_ Exhibit form. Number documents.

\_\_\_\_\_ 3368

\_\_\_\_\_ 3356

\_\_\_\_\_ 3958

\_\_\_\_\_ 571

\_\_\_\_\_ 1908

\_\_\_\_\_ 1412

\_\_\_\_\_ Money Orders (if applicable).

\_\_\_\_\_ Form 17

\_\_\_\_\_ Duplicate Key Inventory.

\_\_\_\_\_ Work Orders on locks, work area, etc.

\_\_\_\_\_ Copy of most recent Postal Inspectors audit.

\_\_\_\_\_ Copy of POS problem logbook.

\_\_\_\_\_ Cite Articles 28, 19, 3