

OFF DUTY MISCONDUCT:

____ Notice of Action

____ Letter of decision (if eligible for Veteran's Pref)

____ Copy of Police reports

____ Postal Inspectors Investigative Memorandum.

____ Public notices (newspaper articles, TV news)

____ Court records. Indictments etc.

____ Medical Documentation/cause of misconduct?

____ 2608

____ Request copy of supervisor's independent investigation.

____ Past Discipline – Status of.

____ OPF – Look for awards, accommodations etc.

____ Statements of steward interview of ____ Grievant ____ non-postal witnesses ____ supervisors.

____ 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

____ Copy of rules/instructions violated

____ 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?

more

____ Always request that the grievant be made whole as though they had lost no

time.

_____ Cite article 16, 3, 19.

_____ Use exhibit form, number all documents.

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

_____ Request all information used/relied to make this discipline determination.

_____ Supervisors note.