

UNITED STATES POST OFFICE

DATE: September 21, 1990
OUR REF: CED03:RDeever/BSchetszle/DGarza/bcd/50318-9701
SUBJECT: DOCUMENTING OFFICIAL DISCUSSION

TO:

- ALL SUPERVISORS (GMF AND STATIONS/BRANCHES)

Effective immediately, supervisors will document all official discussions given to their employees. Also, it is preferable that the attached form be utilized for this purpose. However, if you are presently using a similar form, you may continue to do so.

These discussion notes are not to be shared with anyone unless authorized by the Labor Relations Office.

If you have any questions regarding this memo, please call Daniel Garza, Manager Labor Relations at 283-7545.


Robert J. Deever,
Manager, GMF


Bradley J. Schetszle,
Area Manager,
Station/Branches

CC: Daniel Garza,
Manager, Labor Relations
APWU
NPMHU
NALC