# Appendix A

**Forms** 



	1300 L Street, NW, Washington, DC 20005
Lamont Brooks	Date:
National Business Agent Clerk Division	
Pamela Richardson National Business Agent	
Clerk Division Nancy Olumekor National Business Agent	Local President,
Clerk Division P.O. Box 3609 Woodmoor Station	Local Name:
Silver Spring, MD 20918 [301] 622-5797 [301] 622-6076 Fax	Improper Appeal to Arbitration
National Executive Board William Burrus	USPS Regional Case #
President	Local Union Case #
Cliff "C.J." Guffey Executive Vice President	\
Robert L. Tunstall SecretaryTreasurer	The Case was appealed from Step 2 directly to Arbitration, when it should
Greg Bell Industrial Relations Director	have been appealed to Step 3) in accordance with Article 15.2 (Step 3).
James "Jim" McCarthy Director, Clerk Division	
Steven G. "Steve" Raymer Director, Maintenance Division	The Case was appealed from Step 2 to Step 3, when it should have been
Robert C. "Bob" Pritchard Director, MVS Division	appealed directly to Arbitration, in accordance with Article 15.2.h (Step 2). These case types are applicable.
	1. Discipline cases
Regional Coordinators	2. Article 30 LMOU (interpretation, application or compliance).
Sharyn M. Stone Central Region	3. Issues in MOU Expedited Arbitration (CBA).
Jim Burke Fastern Region	Please send the proper appeal via proof of mailing to the Mid-Atlantic
Elizabeth "Liz" Powell Northeast Region	Advocacy Office with courtesy copies to the National Business Agent's office
Terry R. Stapleton Southern Region	and a copy to Local Management. Please include a copy in the grievance file also. With the new appeal, it is important that you include the following
Omar M. Gonzalez Western Region	documents.
	1. Copy of the original appeal to Step 3 or Direct Appeal to Arbitration.
	2. Copy of this letter,
	3. Copy of contractual provisions agreed to by the parties at the National Level maintaining timeliness of the grievance. (Copies of the MOU's are attached to this letter. Please take care of this matter as expeditious as possible.

Lamont Brooks National Business Agent

Lamont Brooks



Mr. Greg Bell Director, Industrial Relations American Postal Workers Union, AFL-CIO 1300 L Street, NW Washington, DC 20005

SUBJECT: MOU - Timeliness Regarding Step 2(h) Appeals

Dear Greg:

This letter confirms our mutual understanding of the issue discussed with Doug Tulino on March 10, 1999 regarding the intent of the above-referenced Memorandum of Understanding. This memorandum includes the scenario where the union incorrectly appeals a grievance under Article 15.2 Step 2(h) directly to arbitration that should have been appealed to Step 3. The grievance will not be waived as untimely provided the union can show a timely appeal to arbitration. If no timely appeal can be established by the union, then management retains the right to raise the timeliness issue.

Peter A. Sgro
Acting Manager
Contract Administration
(APWU/NPMHU)

Date: 3/19/99

Greg Bell J Director, Industrial Relations American Postal Workers Union,

AFL-CIO

Date: 3// 7 / Y Y

475 L'ENFANT PLAZA SW WASHINGTON DC 20260-4100



1300 L Street, NW, Washington, DC 20005 Date: Lamont Brooks National Business Agent Clerk Division Pamela Richardson Mational Business Agent Clerk Division Local President, Nancy Olumekor National Business Agent Clerk Division Local Name: P.O. Box 3609 Woodmoor Station Silver Spring, MD 20918 Improper Appeal to Arbitration (301) 622-5797 (301) 622-6076 Fax National Executive Board USPS Regional Case #\_\_\_\_\_ William Burrus President Local Union Case # Cliff "C.J." Guffey **Executive Vice President** Robert L. Tunstall The Case was appealed from Step 2 directly to Arbitration, when it should have been appealed to Step 3, in accordance with Article 15.2 (Step 3). Industrial Relations Director James "Jim" McCarthy Director, Clerk Division Steven G. "Steve" Raymer The Case was appealed from Step 2 to Step 3, when it should have been Director, Maintenance Division (appealed directly to Arbitration) in accordance with Article 15.2.h (Step 2). These Director, MVS Division case types are applicable. 1. Discipline cases 2. Article 30 LMOU (interpretation, application or compliance). Regional Coordinators Sharvn M. Stone 3. Issues in MOU Expedited Arbitration (CBA). Central Region Jim Burke Eastern Region Please send the proper appeal via proof of mailing to the Mid-Atlantic Elizabeth "Liz" Powell Advocacy Office with courtesy copies to the National Business Agent's office Northeast Region and a copy to Local Management. Please include a copy in the grievance file Terry R. Stapleton also. With the new appeal, it is important that you include the following Ömat M. Gonzalez documents. 1. Copy of the original appeal to Step 3 or Direct Appeal to Arbitration. 2. Copy of this letter. Copy of contractual provisions agreed to by the parties at the National Level 3. maintaining timeliness of the grievance. (Copies of the MOU's are attached to this letter. Please take care of this matter as expeditious as possible.

> Lamont Brooks National Business Agent

Lamont Brooks

# MEMORANDUM OF UNDERSTANDING BETWEEN THE UNITED STATES POSTAL SERVICE AND THE AMERICAN POSTAL WORKERS UNION, AFL-CIO

RE: Timeliness Regarding Step 2(h) Appeals

When the Union incorrectly appeals a grievance under Article 15.2 Step 2(h) to Step 3 rather than to Arbitration, and can show the appeal was made timely, Management will not consider timeliness as a waiver of the grievance. If no timely appeal to Step 3 can be established by the Union then Management retains the right to raise the timeliness issue.

\* \* \*

# MEMORANDUM OF UNDERSTANDING BETWEEN THE UNITED STATES POSTAL SERVICE AND THE AMERICAN POSTAL WÖRKERS UNION, AFL-CIO

Re: Grievance/Arbitration Appeals

Arbitration panels will be established by **District**, so each **District** will have its own panels. Grievance and arbitration appeals to the former Regional Level will be made to the five grievance/arbitration processing centers located at the five Area offices previously identified as Regional Offices. Cases will be scheduled for arbitration by the parties in those offices.

This Memorandum is intended to continue the practices by which the abovereferenced activities are currently being

#### STEP 2 DIRECT APPEAL TO ARBITRATION

- A. Discipline
- B. LMOU (Article 30)
- C. Expedited Arbitration
  - 1. Individual Overtime Issues
  - 2. Withholding of Step Increases
  - 3. <u>Individual</u> Leave Requests Concerning Annual Leave, Sick Leave, Leave Without Pay, Court Leave, Restricted Sick Leave, and Requests for Medical Certification.
  - 4. AWOL
  - 5. Individual Holiday Scheduling Issues
  - 6. Suspensions (Except Emergency Suspensions)
  - 7. Article 25, Higher Level Assignments
  - 8. Employee Claims
  - 9. Letters of Demand of Less Than \$2,000
  - 10. Individual Clerk Craft Seniority Disputes
  - 11. Such Other Matters as are Mutually Agreeable at the Area/Regional Level

Article 15.2(Step2) (h) states: "The Union may appeal an adverse Step 2 decision to Step 3. Any such appeal must be made within fifteen (15) days after receipt of the Employer's decision unless the parties' representatives agree to extend the time for appeal. However, the Union may appeal an adverse Step 2 decision directly to arbitration for disciplinary grievances or contract grievances which involve the interpretation, application of, or compliance with provisions of any Local Memorandum of Understanding not in conflict with this Agreement, and those issues the parties have agreed are appealed to Expedited Arbitration. These grievances will be appealed to the appropriate Grievance/Arbitration Processing Center within thirty (30) days after the receipt of the Employer's Step 2 decision. Any appeal must include copies of (1) the standard grievance form, (2) the Employer's written Step 2 decision, and, if filed, (3) the Union corrections or additions to the Step 2 decision."

# **APWU STEP THREE WORKSHEET**

USPS Grievance #:				
	Local Grievance #:			
APWU REPRESENTATIVE  Lamont Brooks ( )  Pamela Richardson ( )  Nancy E. Olumekor ( )  Other ( )	USPS REPRESE  James Varsalone  Jeff Olesnevich  John Simaitis  Other	NTATIVE ( ) ( ) ( ) ( ) ( )		
Positions of the parties:				
1. Same arguments advanced from previous step	( )			
2. USPS made additional arguments at step three	( )			
Union's rebuttal to USPS step three argument				
Remarks:				
Status:  1. USPS Denial and Appealed to Arbitration by U- 2. Grievance Withdrawn by Union ( ) 3. Grievance Resolved ( ) 4. Grievance Remanded to Step Two for further de 5. Interpretive, Referred to Step Four ( ) 6. Held in Abeyance Pending National Case #	evelopment ( )			

Signature of Clerk NBA

## AMERICAN POSTAL WORKERS UNION, AFL-CIO

Date:
Certified mail #
Confirmation #
GRIEVANCE INADVERTANTLY APPEALED TO STEP 3
TO: Grievance and Arbitration Processing Center
Appeal to Arbitration
Post Office Box 9799
Chester, PA 19013-9799
USPS Grievance #
Local Grievance #
Grievant:
Contractual Violation:
Contractual Violation: Installation:
The above referenced grievance(s) was inadvertently appealed to step three instead of being directly appealed to arbitration.
Your office received this grievance via certified mail/delivery confirmation #as our records indicate. Please place this
grievance on the pending arbitration list in your computer system. A proper step
two appeal to arbitration has completed and attached in accordance with Article 15.
We will update our files and system accordingly.
If there is any problem accommodating this request please contact the appropriate National Business Agent of the APWU.
Your prompt attention to this matter is greatly appreciated!
Sincerely,
Authorized Union Representative
Name of Local:
Address:
Telephone Number:
Cc: National Business Agents
Post Office Box 3609
Woodmoor Station
Silver Spring, MD 20918

## AMERICAN POSTAL WORKERS UNION, AFL-CIO

(Attach to step 2 grievance appeal form)

#### LIST OF ATTACHED DOCUMENTS

ocal Grievance #	
rievant:	
sue:	
1. Step One Worksheet (if applicable)	
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	page ( ) of ( )
Signature and Title	F-6- ()

# AMERICAN POSTAL WORKERS UNION, AFL-CIO GRIEVANCE CHRONOLOGY

CA	L GRIEVANCE NUMBER:
1.	Date of contractual violation, receipt of letter of charges or other reason for the grievance.
2.	Last date for Step 1 grievance meeting (within 14 days of #1 above)
3.	Step 1 meeting held (within 14 days of #1 above)
4.	Last date for Step 1 oral decision from USPS (within 5 days of meeting)
5.	Step 1 oral decision from USPS (within 5 days of meeting)
·	USPS initials on Step 2 form (within 5 days after step one decision)
•	Last date for Step 2 Appeal to USPS Step 2 designee (within 10 days of Step 1 decision)
	Date of Step 2 Appeal to USPS Step 2 designee (within 10 days of Step 1 decision)
•	Last date for Step 2 meeting with USPS Step 2 designee (within 7 days after receipt of Step 2 appeal)
0.	Date of Step 2 meeting with USPS Step 2 designee (within 7 days after receipt of step 2 appeal)
L.	Last date of Employer's Step 2 decision, in writing to Union (within 10 days of Step 2 meeting)
2.	Date of Employer's Step 2 decision, in writing, to Union (within 10 days of Step 2 meeting)
3.	Written statement by union to USPS, listing any corrections or additions to Step 2 decision (within 10 days of receipt of Step 2 decision)
4	Last date for Step 3 appeal (within 15 days after receipt of Employer's Step 2 decision)
5	Date of Step 3 appeal (within 15 days after receipt of Employer's Step 2 decision.
16	Last day for <u>Direct Appeal from Step 2 to Arbitration</u> (within 30 days of receipt of Employer's step 2 decision)

In accordance with Article 15.4.B and C., the Union must move the grievance to the next step, within the prescribed time limits even if the USPS fails to schedule a meeting or render a decision.

Grievants Name		
Telephone #(home)	_(work)	
Grievants Address		
	grievance at Step 1 within 14 days of the date the employee feels courred with the supervisor who shall have the authority to settle the	
The supervisor shall rende	er a decision orally stating the reason for the decision in 5 days,	
The Union shall be entitled to appeal an adverse decision to Step 2 within 10 days.		
At Step 2 the parties should have developed all necessary facts and all relevant documents in accordance with Article 31.		
	n must be in writing with a full statement of all relevant facts, the olved, plus a detailed reason for the denial within 10 days.	
	e or inaccurate in their Step 2 decision. WITHIN 10 days.	
•	be appealed to Step 3 within 15 days or appealed to arbitration within timely and number all pages in the file.)	
1.	_Step 2 Appeal to Arbitration in \$D days.	
2	_Step 3 Appeal in 15 days.	
3	Grievant's letter of charges or other reason for grievance.	
4.	Step 2 Decision additions and corrections.	
5	Step 2 Decision from management.	
6.	Grievant's own statements of events (FOR THE UNION ONLY).	
7	Request for information forms.	
8handbook or manual, docu	Copy of all information - Local Memo, section from the right ament, (Step 1 Grievance Form.)	

DO NOT SEND THIS FORM IN YOUR PACKET TO MANAGEMENT

DATI	
TO:	POSTMASTER U.S. POSTAL SERVICE AMERICA, U.S.A.
The a	tached is a favorable decision in behalf of the Union concerning the following ap-
	GRIEVANT:
	NATURE OF APPEAL:
	APPEAL CASE NUMBER:
	ecision was rendered at the level of the grievance procedure led for in accordance with Article 15.
kind	ou kindly advise me of the date the decision is implemented within your office and advise if the following supervisors—who have denied the appeal before this favor-lecision—have been notified about the results:
	1.
	2
	3.
You	written reply will be appreciated. Thank you.
	SIGNED
	TITLE

# APWU STEP THREE WORKSHEET

Date:			
USPS Grievance #:			
Local Grievance #:	4-2-7-1-V		
APWU REPRESENTATIVE  Lamont Brooks ( )  Pamela Richardson ( )  Nancy E. Olumekor ( )  Other ( )	USPS REPRESENT James Varsalone Jeff Olesnevich John Simaitis Other	( ) ( ) ( ) ( )	
Positions of the parties:			
1. Same arguments advanced from previous step	( )		
2. USPS made additional arguments at step three	( )		
Union's rebuttal to USPS step three argument			
Remarks:			
Status:  1. USPS Denial and Appealed to Arbitration by Use 2. Grievance Withdrawn by Union ( )  3. Grievance Resolved ( )  4. Grievance Remanded to Step Two for further de 5. Interpretive, Referred to Step Four ( )  6. Held in Abeyance Pending National Case #		()	



	1300 L Street, NW, Washington, DC 20005
Lamont Brooks National Business Agent Clerk Division	RE: Local Grievance #
Pamela Richardson National Business Agent Clerk Division	Dear Local President:
Nancy Olumekor National Business Agent Clerk Division	The above cited case has been received by this office and logged into our system.
RO, Box 3609 Woodmoor Station Silver Spring, MD 20918 (301) 622-5797 (301) 622-6076 Fax	FACTUAL, DETAILED DOCUMENTATION IS NECESSARY TO ENABLE A PROPER ANALYSIS OF YOUR CASE. WE NEED THE FOLLOWING DOCUMENTATION TO MAKE THIS FILE COMPLETE:
	copy of pre-discipline interview
National Executive Board	copy of letter of warning or date of discussion, if known
William Burrus	notice of suspension or removal
President	doctor's certificate or other medical evidence
Chiff "C.J." Guffey Executive Vice President	forms for family medical leave
Robert L. Tunstall	copy of form 3971
Secretary-Treasurer	individual absence report - form 3972
Greg Bell	individual clock rings
Industrial Relations Director	overtime desired list and chart
James "Jim" McCarthy Director, Clerk Division	list of all employees who worked or did not work
	grievant's statement and witnesses' statements
Steven G. "Steve" Raymer Director, Maintenance Division	copy of local memorandum of understanding
Robert C. "Bob" Pritchard	copy of any section of any hand book relevant to the case
Director, MVS Division	copy of letter of demand
	copy of form 3294 count sheet
	copy of form 3368 audit history
Regional Coordinators	copy of form 3369 stock history
Sharyn M. Stone Central Region	copy of last audit and was it within 4 months
Jim Burke	copy of key check records levery 6 months]
Eastern Region	copy of supervisor's form 2608 step 1 meeting
Elizabeth "Liz" Powell	copy of form 17
Northeast Region	copy or check form 3977 [key envelope]
Terry R. Stapleton Southern Region	check current status of the main stock
Omar M. Gonzalez	
Western Region	OTHER:
	Keep in mind that as your grievances progress it becomes more difficult for the Union to defend without all the facts.
	Launt Byroka Par Quel andre
	UNUITA M WOLD
	LAMONT BROOKS HOLL PAMELA RICHARDSON
	NAMCÝ OLUMEKOR
	DAME DEATHCOMED.



	1300 L Street, NW, Washington, DC 20005		
Lamont Brooks National Business Agent Clerk Division Pamela Richardson National Business Agent	Date:		
Clerk Division Nancy Olumekor	Local President,		
National Business Agent Clerk Division P.O. Box 3609	Local Name:		
Woodmoor Station Silver Spring, MD 20918 (301) 622-5797 (301) 622-6076 Fax	Improper Appeal to Arbitration		
National Executive Board William Burrus President	USPS Regional Case # Local Union Case #		
Clift "C.J." Guffey Executive Vice President	Local Onion Case #		
Robert L. Tunstall Sécretary-Treasurer	The Case was appealed from Step 2 directly to Arbitration, when it should		
Greg Bell Industrial Relations Director	have been appealed to Step 3, in accordance with Article 15.2 (Step 3).		
James "Jim" McCarthy Director, Clerk Division			
Steven G. "Steve" Raymer Director, Maintenance Division Robert C. "Bob" Pritchard Director, MVS Division	The Case was appealed from Step 2 to Step 3, when it should have been appealed directly to Arbitration, in accordance with Article 15.2.h (Step 2). These case types are applicable.  1. Discipline cases		
Regional Coordinators Sharyn M. Stone Central Region	n. M. Stone 3. Issues in MOLI Expedited Arbitration (CBA)		
Jim Burke Eastern Region Elizabeth "Liz" Powell	Please send the proper appeal via proof of mailing to the Mid-Atlantic		
Elizabeth "Uz" Powell Northeast Region  Advocacy Office with courtesy copies to the National Business A  Terry R. Stableton  and a copy to Local Management. Please include a copy in the g			
Southern Region Omar M. Gonzalez Western Region	also. With the new appeal, it is important that you include the following documents.		
	<ol> <li>Copy of the original appeal to Step 3 or Direct Appeal to Arbitration.</li> <li>Copy of this letter.</li> </ol>		
	3. Copy of contractual provisions agreed to by the parties at the National Level maintaining timeliness of the grievance. (Copies of the MOU's are attached to this letter. Please take care of this matter as expeditious as possible.		

Lamont Brooks National Business Agent



### SETTLEMENT IMPLEMENTATION FORM

DATE	
TO: POSTMASTER	
U.S. POSTAL SERVICE	
AMERICA, U.S.A.	
The attached is a favorable decision in behalf of the Union concerning the follows appeal:	ng
GRIEVANT:	
NATURE OF APPEAL:	
APPEAL CASE NUMBER:	
The decision was rendered at thelevel of the grievance procedu	ure
provided for in accordance with Article 15.	
Will you kindly advise me of the date the decision is implemented within your off and kindly advise if the following supervisors—who have denied the appeal before t favorable decision—have been notified about the results:	
1	
2	
3	
Your written reply will be appreciated. Thank you.	
SIGNED	<b>F</b> iliph Paparage
TITLE	

### AMERICAN POSTAL WORKERS UNION, AFL-CIO

#### STATEMENT OF CONDITIONS

Date:	
USPS#	
LOCAL#	
To: USPS Step Two Designee: Installation:	
In accordance with Article XV, Section 2. Step (2g); statement of <u>CORRECTIONS AND/OR ADDITIONS</u> , in r mentioned grievance, for the reasons stated below:	the union issues this eference to the above
Sincerely,	
Name and Title	page() of()

\*\* Enclosed is a list of attached documents made available at the Step 2 meeting \*\*



1300 L Street, NW. Washington, DC 2000

Dear Local President:  The above cited case has been received by this office and logged into our system.
The above cited case has been received by this office and logged into our system.
TO THE TENED TO COME CONTROL OF CASE CECCADY TO ENABLE A DOODED
FACTUAL, DETAILED DOCUMENTATION IS NECESSARY TO ENABLE A PROPER ANALYSIS OF YOUR CASE. WE NEED THE FOLLOWING DOCUMENTATION TO MAKE THIS FILE COMPLETE:
copy of pre-discipline interview
copy of letter of warning or date of discussion, if known
notice of suspension or removal
doctor's certificate or other medical evidence
forms for family medical leave
copy of form 3971
individual absence report - form 3972
individual clock rings
overtime desired list and chart
list of all employees who worked or did not work
grievant's statement and witnesses' statements
copy of local memorandum of understanding
copy of any section of any hand book relevant to the case
copy of letter of demand
copy of form 3294 count sheet
copy of form 3368 audit history
copy of form 3369 stock history
copy of last audit and was it within 4 months
copy of key check records levery 6 months
copy of supervisor's form 2608 step 1 meeting
copy of form 17
copy or check form 3977 [key envelope]
check current status of the main stock
OTHER:
Keep in mind that as your grievances progress it becomes more difficult for the Union to defend without all the facts.    Amont Budds   Pamela Richardson



1300 L Street, NW, Washington, DC 20005

June 25, 2002

Lamont Brooks
National Business Agent
Clerk Division
P.O. Box 3609
Woodmoor Station
Silver Spring, MD 20918
(301) 622-5797
(301) 622-6076 Fax

New Argument in USPS Step Three Answers

National Executive Board William Burrus President

Cliff "C.J." Guffey Executive Vice President

Robert L. Tunstall Secretary-Treasurer

Greg Bell Industrial Relations Director

James "Jim" McCarthy Director, Clerk Division

Steven G. "Steve" Raymer Director, Maintenance Division

Robert C, "Bob" Pritchard Director, MVS Division

Regional Coordinators Sharyn M. Stone Central Region

Jim Burke Eastern Region

Elizabeth "Lız" Powell Northeast Region

Terry R. Stapleton Southern Region

Omar G. Gonzalez Western Region The Union reserves the right to add to contentions and facts at the arbitration hearing, in accordance with Article 15 of the Collective Bargaining Agreement. <u>Detailed</u> facts and contentions are required to be made by both parties at step two of the grievance procedure.

The USPS has recently started making <u>new argument</u> at step three of the grievance procedure. These arguments and positions have been made specifically in the USPS Step Three Answers.

In accordance with the Collective Bargaining Agreement, the Union is not afforded an opportunity to make additions and corrections to the USPS step three answer, as the parties have not negotiated these rights.

The Union's position is any new argument made by the USPS via their step three answer is new argument, as neither party at Step one, two or three was able to address this new position.

The Union reserves the right to send the case to step four as interpretive under the Collective Bargaining Agreement.

Certified mail w/return receipt

Sincerely,

Lamont Brooks National Business Agent

Lament Brooks

Washington DC Region, Clerk Craft American Postal Workers Union cc: Jim Burke, APWU Eastern Region Coordinator

AMERICAN POSTAL		
Grievant/Union	Nature o	f Allegation
Date of 1 <sup>st</sup> Request by APW		Date Received by USPS
•		
Date of 2 <sup>nd</sup> Request by APV	VU	Date Received by USPS
Го: From:	Title:	
Subject: REQUEST FOR INFORMA PROCESSING A GRIEVAL	ATION & I	DOCUMENTS RELATIVE TO
We request that the following docum in order to properly identify whether relevancy to the grievance.	ents and/o or not a g	r witnesses be made available to us rievance does exist and, if so, their
·		(Check, if provided)
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14.	<u>.                                    </u>	
information to the union. Chapter 2 of the lunion. The Joint Contractual Manual (JCA)	EL-806 cover M) covers tl tten reasons	ne time period and requirements for the why the information request is not granted i
documents, files and other records necessal	ry in processing the desired in the	ng a grievance. Article 31, Section 3 require Union all relevant information necessary for n or interpretation of this Agreement. Under Labor Practice for the Employer to fail to
( ) REQUEST APPROVED	( ) F	REQUEST DENIED
(DATE OF DECISION)	A A AND STREET, STATE OF STATE	(SIGNATURE REQUIRED)

#### AMERICAN POSTAL WORKERS UNION, AFL-CIO

APPEAL TO ARBITRATION CHIEVANCE FORM

					CHIEVANC	LIUKM
GRIEVANI	t - Person or Union	Work Location cit	r, State, Zip Code	<del>Pagai da badga da daginaya Mada Pa</del> n ya a ada. Asimga - Ani Ali Mada Ma	USPS	GRIEVANCE
DISCIPLIN	e (Nature of) or Contract (Issu	e) Craft	DATE	OF STEP 2	APWU	GRIEVANCE
	Grievance and Arbitratio		Date:			
	Attn: Appeal to Arbitrati P.O. Box 9799	un	Confirmat	cion #		
•	Chester PA 19013-9799		and the test the test and soldings.			1 <del>/2</del>
,	Chester PA 19013-9/39		Certified	1 #		-
the emp	loyer's written Step 2 decisio	ced grievance to arbitrati n and the union's correct ed or failed to schedule a Sto	ions and addition p 2 meeting or ren	ns to the Step 2 d	ecision if subm  2 decision withi	nitted. In the
Check if	The Postal Service refuse	n and the union's correct od or failed to schedule a Str d to provide the union a full provisions involved, and (3)	ions and addition op 2 meeting or ren statement of the E	ns to the Step 2 d nder a written Step imployer's underst	ecision if subm  2 decision withi  anding of (1) all	nitted. In the
Check if Applicat	The Postal Service refuse prescribed time limits and facts, (2) the contractual	n and the union's correct of or failed to schedule a Sto d to provide the union a full provisions involved, and (3)	ions and addition op 2 meeting or ren statement of the E the detailed reaso	as to the Step 2 d der a written Step imployer's underst ns for denial of the	ecision if subm  2 decision withi  anding of (1) all  e grievance.	itted.  n the relevant  Zip
Check if Applications Local United SUBMIT  Assortic CLES Nations	The Postal Service refuse prescribed time limits and ble facts, (2) the contractual ion (Name of)  Address Postal Workers Union RK CRAFT ONLY al Business Agents: it Brooks (A)	n and the union's correct of or failed to schedule a Sto d to provide the union a full provisions involved, and (3)	ions and addition op 2 meeting or ren statement of the E the detailed reaso	as to the Step 2 d ader a written Step imployer's underst as for denial of the	2 decision within anding of (1) all grievance.  Copy - USPS Se	itted.  n the relevant  Zip
Check if Applicate Local United SUBMIT America CLES Nations Lamon Parmels	The Postal Service refuse prescribed time limits and ble facts, (2) the contractual ion (Name of)  Address Poetal Workers Union RK CRAFT ONLY al Business Agents: at Brooks (A) a Richardson (B)	n and the union's correct of or failed to schedule a Sto d to provide the union a full provisions involved, and (3)	ep 2 meeting or renstatement of the E the detailed reaso	as to the Step 2 d ader a written Step imployer's underst ns for denial of the State  Copy - Local File	2 decision within anding of (1) all grievance.  Copy - USPS Se	itted.  n the relevant  Zip
Check if Applicational United SUBMIT  America CLEI National Lamon Parriela Nancy	The Postal Service refuse prescribed time limits and ble facts, (2) the contractual ion (Name of)  Address Postal Workers Union RK CRAFT ONLY al Business Agents: it Brooks (A)	n and the union's correct of or failed to schedule a Sto d to provide the union a full provisions involved, and (3)	ep 2 meeting or ren statement of the E ) the detailed reaso	as to the Step 2 d ader a written Step imployer's underst ns for denial of the State  Copy - Local File	2 decision within anding of (1) all grievance.  Copy - USPS Se	itted.  n the relevant  Zip

#### C Expedited Arbitration Panel Issues:

- AWOL
- Letters of Warning
- Suspensions of 14 Days or Less
- Letter of Demand of Less Than \$2,000
- Withholding of Step Increases
- Article 25-Higher Level Assignments
- Individual Grievances for: Overtime, Annual Leave, Sick Leave, Leave Without Pay, Court Leave, Restricted Sick Leave. Requests for Medical Certification, Holiday Scheduling, Clerk Craft Seniority Disputes

#### C Regular Arbitration Panel Issues:

- Suspensions of More Than 14 Days or Discharge
- Indefinite Suspension Crime Situation
- Emergency Procedure
- LMOU Disputes Grievances where the primary article(s) or dispute(s) being grieved is over the interpretation. application of, or compliance with the Local Memorandum of Understanding
- Safety and Health

#### American Postal Workers Union, AFL-CIO Step 3 Confirmation Number# Grievance Certified # Appeal Form Grievant - Parson or Union Work Location - City, State, Zip Code Regional # Article #/lssuse Craft Date of Step 2 Local Grisvance & The Above Grievance is Being Appealed to Step 3 Any appeal from an adverse decision in Step 2 shall be in writing Grievance and Arbitration Processing to the Regional Director for Employee and Labor Relations, with a Center - Step 3 Appeal copy to the Employer's Step 2 Representative, and shall specify P.O. Box 9799 the reasons for the appeal. (Within fifteen (15) days) Chester, PA 19013-9799 The Appeal is in accordance with Article 15 Grievance/Arbitration Procedures Section 2, Step 2 (h) and Step 3(a) for the following reasons: and we have attached the Step 2 appeal grievance form, the employer's written Step 2 decision and our corrections and additions to the Step 2 decision and we submitted same to the employer's Step 2 representative. Address From - Local Union Copy - Local File Cesy - USPS Step 2 Designee SUBMIT UNION'S REGIONAL COPY WITH FILE TO: American Postal Workers Union Sincerely, National Business Agents: Lamont Brooks (A) Pamela Richardson (B) Authorized Representative Nancy Olumekor (C) POB 3609/ Woodmoor Station

Säver Spring, MD 20918

# AMERICAN POSTAL WORKERS UNION, AFL-CIO STEP 2 GRIEVANCE

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#### AMERICAN POSTAL WORKERS UNION, AFL-CIO

# INTERVIEW OF WITNESS IN THE COURSE OF GRIEVANCE INVESTIGATION/PROCESSING

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Grievant/Union	Nature of A	Allegation
Date of 1st	Request by APWU	Date Received by USPS
Date of 2 <sup>nd</sup>	Request by APWU	Date Received by USPS
To: From:	Title:	
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(DATE OF DECISION)

(SIGNATURE REQUIRED)

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#### STEP | RESOLUTION

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AS A FULL AND FINAL SETTENTIALLY AGREE TO THE FO	TLEMENT TO THIS MATTER, THE PARTIES OLLOWING:
	EED THAT THIS AGREEMENT IS NON- BE CITED BY EITHER PARTY IN ANY TRATION CASE.
PERVISOR	STEWARD
TE SIGNED	DATE SIGNED

# AMERICAN POSTAL WORKERS UNION, AFL-CIO

Date:
Date: Certified mail #
Confirmation #
GRIEVANCE INADVERTANTLY APPEALED TO ARBITRATION
TO: Grievance and Arbitration Processing Center
Appeal to Arbitration
Post Office Box 9799
Chester, PA 19013-9799
TISPS Criovance #
USPS Grievance # Local Grievance #
Crievant:
Grievant: Contractual Violation:
Installation:
Anstanation,
The above referenced grievance(s) was inadvertently appealed to arbitration directly from step two instead of being appealed to step three.
Your office received this grievance via certified mail/delivery confirmation #as our records indicate. Please place this
grievance on the appeal to step three list in your computer system. A proper step three appeal has been completed and attached in accordance with Article 15. We will update our files and system accordingly.
If there is any problem accommodating this request please contact the appropriat National Business Agent of the APWU.
Your prompt attention to this matter is greatly appreciated!
Sincerely,
Authorized Union Representative
Name of Local:
Address:
Telephone Number:
Cc: National Business Agents
Post Office Box 3609
Woodmoor Station
Silver Spring, MD 20918
MANTAN WENDS TIMES MANTAN

#### Appendix B

#### **Forms List**

Form ID	Title	References
7	Service Record Card	314.61
50	Notification of Personnel Action	323.83, 364.11, 421.516, 421.526, 422.354, 422.355, 435.31, 437.4, 474.9, 512.554a,b,c,d, 514.52, 519.43, 552.411, 552.412, 552.5, 553.11, 553.111, 553.112, 553.113, 653.123, 563.132, 935.26
50-B	Request for Personnel Action (Processing Copy of New Hires Only)	546.633
85	Nonsensitive Security Clearance	314.24
180	Certificate of Training	732.15
202	Health Benefits Refund Payment Authorization	525.132c, 525.132d
337	Clearance Record for Separated Employee	365.173, 936.42
820	Ranking of Position Request	155.1, 215.2, 231.1, 232, 232.3, 233
1012	Travel Voucher	716.11, 742.411, 742.42
1017-A	Time Disallowance Record	432.72
1164	Claim for Reimbursement for Expenditures on Official Business	742.411
1188	Cancellation of Organization Dues From Payroll Withholdings	925.11, 925.122a,b,c,d, 925.4, 925.5
1216	Employee's Current Mailing Address	364.2, 593.33, 666.7
1221	Advance Sick Leave Authorization	513.522
1223	Statement of Earnings and Deductions	422,354, 924,71
1224	Court Duty Leave, Statement of Service	516.46a
1303	Salary Change Notices	437.4
1314-A	Auxillary Rural Carrier Time Certificate	516.46b
1555	Statement of Account	867.133a
1723	Assignment Order	353,332, 422,42
1727	Award Recommendation/Authorization	471.32, 474.6, 474.9, 475.6, 635.32
1734	Record of Training	732.14, 742.5
1750	Employee Probationary Period Evaluation Report	378.11
1764	Accident Analysis Summary	821.44
1767	Report of Hazard, Unsafe Condition or Practice	825.511b, 825.7, 825.71, 825.72, 825.735
1768	Safe Driver Award Committee Decision	842.254c

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1772	Accident Log	821.32, 825.511b, 826.621
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1782	Training Request and Authorization	714.122, 732.13, 742.1, 742.21, 742.3, 742.3c,d, 742.411, 742.412, 742.42, 742.5, 743.1, 743.223, 743.423, 743.43, 753.11d, 754.6
1783	On-the-Job Safety Review Analysis	821,22d ·
1784 A & B	Safety and Health Inspection Checklist	825.12, 825.511b, 852.1, 852.2
1784-C	Safety and Health Deficiency Report	825.62, 825.64
1902	Justification for Billing Accounts Receivable	452.11, 743.43, 462.11
1903-DZ	Invoice and Statement	743.43
1961	Employee Uniform Allowance Statement	936.57
2146	Employee's Claim for Personal Property	645.2
2240	Pay, Leave, or other Hours Adjustment Request	452.11, 462.11, 594.32, 594.468, 594.5
2246	Terminal Leave Worksheet	512.71, 512.813
2248	Monetary Payroll Adjustment	452.11, 462.211
2342	Request: Unemployment Compensation Data	551.422
2411	Check List for Pre-Retirement Interviews	569.125
2417	Confidential Statement of Employment and Financial Interests (for Use by Postal Service Employees).	662.11, 662.13
2418	Confidential Statement of Employment and Financial Interests (for Use by Postal Service Employees)	662.14
2432	Individual Training Progress Report	438.222, 732.11
2548	Individual Training Record	732.12
2485	Medical Examination and Assessment	546.621b
2489	Identification of Physical/Mental Disability	546.621b
2490	Medical Bill Certification For Job-Related Injuries	541.3
2491	Medical Report—First Aid Injuries	541.3
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2557	Employee's Third-Party Recovery Statement	541.3, 545.858d, Ex. 545.858a,c, Ex. 545.859c, 545.873a,b, 545.874
2559	Third Party Claim—Information Request	541.3, 545.859a, Ex. 545.859a,b
2560	Referral of Third Party Material	541.3, 545.859e
2562	Injury Compensation Program—Notice of Potential Third Party Claim	541.3, 545.855, Ex. 545.855, 545.857a,c(1), 545.858a, 545.859a
2572	Injury Compensation Data Collection	541,3
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2591	Application for Employment	323.84
3074	Request for Waiver of Claim for Erroneous Payment of Pay	437.32, 437.5
3111	Specific Notice to Employees Entering (or already in) Nonpay Status—Change in Health Benefits Regulations	525.222, 525.223
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3189	Request for Temporary Schedule Change for Personal Convenience	516.44c
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CA-2	Notice of Occupational Disease and Claim for Compensation	314.43, 541.3, Ex. 514.4, 542.121, 544.12, 544.13, 544.17a, 544.22, 545.3a, 545.41, 545.42, 545.852, 821.311, 821.316

Form ID	Title	References
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CA-5	Claim for Compensation by Widow, Widower, and/or Children	541.3
CA-5b	Claim for Compensation by Parents, Brothers, Sisters, Grandparents, or Grandchildren	541.3
CA-6	US Dept of Labor Official Superior's Report of Employee's Death	821.316, 541.3, 542.211
CA-7	Claim for Compensation on Account of Traumatic Injury or Occupational Disease	545.711, 545.712, 545.713
CA-7/20	Claim for Compensation on Account of Traumatic Injury or Occupational Disease/Attending Physician's Report	525.141, 541.3, 525.144a,b
CA-8	Claim for Continuing Compensation on Account of Disability	545.713, 545.713a,d
CA-8/20a	Claim for Continuing Compensation on Account of Disability/Attending Physician's Supplemental Report	541.3, 545.713
CA-10	What a Federal Employee Should Do When Injured at Work	541.3
CA-11	When Injured at Work	541.3
CA-13	Work Injury Benefits For Federal Employees	541.3
CA-16	Authorization for Examination and/or Treatment	541.3, 543.11b, 544.16, 545.21, 545.211, 545.24, 545.252, 545.253
CA-17	Duty Status Report	314.43, 541.3, 544.16, 545.61, 545.62, 545.62b,c, 547.22, 547.23, 547.34a
CA-20a	Attending Physician's Supplemental Report	545.713c
CA-35A	Evidence Required in Support of a Claim for Occupational Disease	541.3
CA-35B	Evidence Required in Support of a Claim for Work-Related Hearing Loss	541.3
CA-35C	Evidence Required in Support of a Claim for Aspestos-Related Illness	541.3
CA-35D	Evidence Required in Support of a Claim for Work-Related Coronary/Vascular Condition	541.3
CA-35E	Evidence Required in Support of a Claim for Work-Related Skin Disease	541.3
CA-35F	Evidence Required in Support of a Claim for Work-Related Pulmonary Illness (not asbestosis)	541.3
CA-35G	Evidence Required in Support of a Claim for Work-Related Psychiatric Illness	541.3
CA-35H	Evidence Required in Support of a Claim for Carpal Tunnel Syndrome	541.3
CA-1040		821.314
CFC 100	CFC Pleage Card	617.42
DD 214	Report of Transfer or Discharge	323.84
ES 931	Request for Wage Separation Information	551,422, 553.131c, 553.132, 553.211
ES 934	Request for Information or Reconsideration of Federal Findings	551.422, 552.423, 553.221, 553.222, 553.223, 553.224a,b,c
ES 936	Request for Verification of UCFE Wage and Separation Information Furnished on Form ES 931	551.422, 552.62, 553.23a.b,c.d
FE 6	Claim for Death Benefits (Federal Employees' Group Life Insurance)	538.312b, 538.341a, 538.33a, 539.432, 567.31
FE 6-Dep	Statement of Claim—Option C, Family Life Insurance	538.3a, 538.341, 539.432
FE 7	Claim for Accidental Dismemberment	538.33a, 538.342, 539.41

Form ID	Title	References
HCFA-1500	Health Insurance Claim Form	541.3
OPM 1431	Spouse's Consent To Survivor Election	564.24
OPM 1425	Application for Refund of Retirement Deductions	
OPM 1482	Agency Certification of Status of Reemployed Annuitant	537.131, 537.132b
OPM 1528	Notification of Earnings for Medicare Eligibility	574.251
	ns from OPM, Forms Management and Design Branch, Office of Financial Cotton, DC 20415-0001, on an as-needed basis.	ntrol and Management, 1900 E Street,
SF 8	Notice to Federal Employee About Unemployment Insurance	365.15, 552.411, 553.114, 553.12, 553.121, 553.122, 553.123, 553.211
SF 52	A Request for Personnel Action	935.211a Î
SF 54	(presently SF 2823, Designation of Beneficiary)	534.343b, 538.111
SF-85A	National Agency Check—Data for Nonsensitive or Noncritical-Sensitive Position	313.61
SF 86	Security Investigation Data for Sensitive Position	313.61, 314.24
SF 127	Request for Official Personnel Folder (Separated Employee)	313.72
SF 180	Requests Pertaining to Military Records	Ex. 512.223b
SF 278	Financial Disclosure Report for Executive Branch Personnel	662.8, 662.11
SF 813	Verification of a Military Retiree's Service in Nonwartime Campaigns or Expeditions	512.223c(4) & Ex 512.223c
SF 1150	Record of Leave Data	512.811, 512.812a,b
SF 1153	Claim for Unpaid Compensation of Deceased Civilian Employee	567.31, 567.334
SF 1164	Claim for Reimbursement for Expenditures on Official Business	716.11
SF 1187	Authorization for Deduction of Union Dues	924.11, 924.12, 924.12a,b, 924.41, 924.421, 924.422, 924.5, 924.72, 925.121, 925.122b
SF 1192	U.S. Savings Bond Authorization for Purchase and Request for Change	616.3
SF 2800	Application for Death Benefits	567.31, 567.331, 567.332, 567.333
SF 2801	Application for Immediate Retirement	562.352b, 564.31
SF 2802	Application for Refund of Retirement Deductions	565.462, 565.523
SF 2801-1	Certified Summary of Federal Service	569.126
SF 2803	Application To Make Deposit or Redeposit	565,23
SF 2804	Application to Make Voluntary Contributions	565.41
SF 2806	Individual Retirement Record	525.149, 536.42
SF 2809	Health Benefits Registration Form	521.613, 521.613a,b(1), 523.1, 523.33, 523.42, 523.611, 523.632d, 524.12, 524.12b,c, 524.322, 524.531c,d, 524.534d, 524.62, 524.64, 524.71, 524.921, 524.922, 524.95, 525.222c, 525.233b, 525.322b, 525.422, 525.425, 525.454, 526.512, 529.11, 529.23
SF 2810	Notice of Change in Health Benefits Enrollment	521.613(b), 523, 524.542a,b, 524.722, 524.731, 524.773, 524.966, 525.142, 525.143a, 525.144, 525.146b,c,d, 525.322, 525.422, 525.423, 525.425, 525.441, 525.512a,b, 526.52, 529.12, 632e

Form ID	Title	References
SF 2811	Transmittal and Summary Report to Carrier	526.52
SF 2817	Life Insurance Election (FEGLI)	535.122a,b, 535.3, 535.521, 535.831c, 535.832a,c, 535.911, 536.41, 536.42, 536.612b, 537.132a,b, 537.144a,b,c, 539.11, 539.432
SF 2817B	A Description and Certification of Enrollment in the FEGLI Program	539.432
SF 2818	Continuation of Life Insurance Coverage as a Retiree or Compensationer	534.343a,b, 536.112, 536.41, 536.42, 539.432
SF 2819	Notice of Conversion Privilege	535.63a,b, 535.63a(4), 535.722, 539.432
SF 2821	Agency Certification of Insurance Status	534.341, 534.343b, 535.63, 535.63a,a(4),b, 535.722, 536.42, 537.172, 538.222a,b, 538.312a,b, 538.33c, 539.3, 539.12, 539.31, 539.32, 539.432
SF 2822	Request for Insurance	535.82, 535.831a,b, 539.14, 539.432
SF 2823	Designation of Beneficiary	534.343b, 536.42, 537.321, 538.111, 538.114, 538.121, 538.124a,b,c,d, 538.131, 538.16, 538.18, 539.13, 539.432
SF 3102	Designation of Beneficiary	587.32a
SF 3104	Application for Death Benefits	587.61, 587.62
SF 3107	Application for Immediate Retirement	582.782c
SF 3107-2	Spouse's Consent to Survivor Election	584.28
SF 3108	Application To Make Service Credit Payment For Civilian Service	585,35
TSP-1	Election Form	591.51, 595.2
TSP-3	Designation of Beneficiary	597.411, 597.65
TSP-6	Statement Regarding Spouse	597.62, 597.63, 597.64
TSP-7	Election of Benefits	597.62, 597.63, 597.64
TSP-9	Change of Address	597.63, 597.64
TSP-11	TSP Annuity Benefits	597.64
TSP-12	Application for Equal Payment	597.63
TSP-13	Designation of an Eligible Retirement Plan	597.62
TSP-14	Joint Waiver of Spouse's Annuity	597.62, 598.63, 597.63, 597.64
TSP-15	Change in Marital Status	597.63, 597.64
TSP-16	Request for a Walver of Notice to Spouse or Walver of Spouse's Consent	597.62, 597.63, 597.64
TSP-17	Application for Account Balance of Deceased Participant	597.65
TSP-18	Validation of Retirement Information	597.61
TSP-20	Thrift Savings Plan Loan Application	596.31, 596.32
W-4PA	(available from OPM)	569.62

	and the second s		1. Grievant's Na	me (Last, First and Mi	ddle Initial)	
United States Postal	Service					
Grievance	Summary - St	ep 1			•	
	······································			and the second s		
If grievance is denier	of this form to your Step 2 d, complete Items 13 thro 21, Supervisor's Guide to	ugh 20. If additional sp	Complete Items pace is required, c	1 through 12 and 21. ontinue on reverse.		
2. Facility		3. Craft		4. Grievant's Title		
		6. Was Grievance Tir	maly at Sten 12	7. Date of Step 1	8. Union Official	- the same of the same
5. Da a. Incident	te of  b. Step 1 Meeting	Yes	No	Answer	o. Onich official	
9. Issue (Complaint or	Alleged Violation)					
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•						
10 Remedy Requests	ed (Specify Requirements	to Resolve Grievance	1			
To. Nemedy Nequest	sa (opedity Medallements	to (todolive onevalice)	,			
		and the same of th	*	, *··		
11. Decision (Check (	One) Sustained [	Settled Denie	d Closed	Withdrawn	Other	
12. Reasons for Decis	sion		the state of the s		A THE RESERVE TO SERVE THE	· · · · · · · · · · · · · · · · · · ·
40	Grievance Dat			14. Craft or Releva	nt Seniority Date	
13. a. Level   b. Ste			ay Location	- 14, Clast of Neleva	nik demonty Date	
2. 25.01			,			
15. Check One				16. Off Days	17. Work Schedule	
FTR PTI	R PTF Rural De	esignation Code				
1 Samuel Comment	e All Relevant Information		ting Documents)			
3, , , , ,						
	•					
19, Management's Po	osition		***************************************	و به در سور و و و این ۱۹۰۱ و ۱۹۰۱		
10, managament 1						
20. Union's Position						
21, a. Management (	Official (Name and Title)	21. b. Telephone Nu	mber 21	.c. Signature	and the second s	
TEODIA DO F	2000 August 4000	<u> </u>		<u>, , , , , , , , , , , , , , , , , , , </u>	A 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
TransFORM PS Form	2608, August 1986					

#### U.S. Postal Service

#### **Grievance Summary - Step 2**

Instructions: See HBK EL-921, Supervisor's Guide to Handling Grievances, part V. Complete ALL items. If you need additional space, use the back of this form. Send the original of this form with the file to your Regional Management Official if case is appealed to Step 3.

1. Article	2. Section	3. Grievant's Nar	ne (Last. First, M	i)		4. Grievant's C	raft	
	5. Local G	rievance Number	6. 8	Station, Branch	ı, or Facility	7. Post Office,	State, & ZIF	Code
a. Union		b. Management	,					
8. Date of Step	2 Meeting	9. Step 2 Union G	Official		سبب به المادة المستديد بالمادة المستديد المادة الم	10. Was Griev	ance Timely	at Each Step?
·	-					Yes		□No
11. Issue at St	ep 2							the triangle of the contract o
12. Remedy R	equested at	Step 2	, , , , , , , , , , , , , , , , , , ,	and the second s				** <u>***********************************</u>
13. Decision (C	Check One)	Wakanin da Fasharia wasanin a arabanin a ara						
☐ Sustai	ned 🗌 Se	ettled Denied	Closed	Remanded	Withdrawn	Other (Speci	fy):	
14. Reasons fo	or Decision							
15. Detailed S	tatement of I	Facts Including Contra	ctural Provisions	and Witness S	tatements with Th	eir Titles		
16. Union's Po			117	Management	e Position			······································
16. Union S PC	saion		11.	Management	3 1 O3((O))			
18. List Settler	ment Offers	(If Any)	<u></u>			<u> </u>		**************************************
			P	Attachments				
Discipline/	Employee	Local Seniority Lis	t Bid No	tice(s)	Form 50	Form 1840		
Records		☐ Notice of Deferme				1		
Letter of D	emanu	- Step Increase	Policy	Statements	Form 820	Form 3971	_	
Letter of R	testriction	Overtime Desired	List Posted	l Schedules	Form 1812	Form 3972		
Local Men	norandum tanding	Witness Statemen	t(s) Postin	g(s)	Form 1838	Other		
20a. Name &	Title of Man	agement Official	b.	Telephone		c. Signature		
TransFORM P	S Form 2609	, January 1992			·		CONTRACTOR	<u> </u>

#### Exhibit 251

uerrotted	U.S. Postal Delivery ins												ne	-4 <u>-1-1-4-</u> 1	<u></u>	ANT COURT OF				***************************************		
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#### Exhibit 28

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PS Form **3996**, November 1997