

**NEW YORK LETTER CARRIERS  
BRANCH 36  
DISPUTE RESOLUTION PROCESS**

- REQUEST FOR INFORMATION AND/OR DOCUMENTATION
- REQUEST FOR AN INFORMAL STEP-A
- REQUEST FOR AN EXTENSION ON TIME LIMITS FOR INFORMAL STEP-A
- REQUEST FOR AN EXTENSION ON TIME LIMITS FOR FORMAL STEP-A

**GREIVANT** \_\_\_\_\_  
**STATION** \_\_\_\_\_ **CASE #** \_\_\_\_\_ **DATE** \_\_\_\_\_

**TO: SUPERVISOR/ MANAGER** \_\_\_\_\_

**FROM: SHOP STEWARD** \_\_\_\_\_

**IN ACCORDANCE WITH ARTICLES 17 & 31 OF THE NATIONAL AGREEMENT, THE FOLLOWING INFORMATION/ DOCUMENTATION IS REQUESTED FOR THE ABOVE NAMED CASE (S):** \_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**INFORMAL STEP-A IS REQUESTED      DATE** \_\_\_\_\_

**FORM 8190 SUBMITTED TO MGT. ON (DATE) \_\_\_\_\_ REQUESTING THE FORMAL STEP-A.**

**MUTUAL AGREEMENT TO EXTEND THE TIME LIMITS FOR AN INFORMAL STEP-A \_\_\_\_\_ OR FORMAL STEP-A \_\_\_\_\_ FOR THE ABOVE NAMED CASE (S).**

\_\_\_\_\_  
**SHOP STEWARD**

\_\_\_\_\_  
**SUPERVISOR\ MANAGER**