**Wahiawa-Mililani**

**Request for Information**

|  |  |
| --- | --- |
| Date  | Time  |
| Union Representative |  |
| Management Representative |  |
| Station / Installation | [ ]  Installation  | [ ]  Wahiawa Station | [ ]  Mililani Station |
| Grievant Name |  |
| Grievance # |  |
| Grievance Arbitration Tracking System (GATS) # |  |
| Class Category | [ ]  Class Action  | [ ]  Individual |
| Grievance Category | [ ]  Contract | [ ]  Discipline |
| Issue |  |

Pursuant to Article 17 and 31 of the National Agreement, I am requesting the following information, and/or interview of listed individual(s):

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*Place checkmark for the items requested*

[ ]  Copy of original Letter of Charges with all signatures

[ ]  Copy of DARR containing all signatures

[ ]  Copy of all of management’s investigative interviews, all handwritten notes, and all responses as it pertains to the issued disciplinary action

[ ]  Clock rings for the following dates:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  ANY and ALL documentation, and information relied upon by management to issue this discipline NOT specified by items 1-4 listed above

[ ]  Other

Your cooperation is appreciated. If you have any questions or need assistance, please contact me.

Sincerely,

NALC Representative