

**UNITED STATES POSTAL SERVICE  
ALABAMA DISTRICT  
Request for Disciplinary Action (NPMHU)**

**MAIL HANDLERS**

- NPMHU Letter of Warning:  
Attendance\_\_Performance\_\_Conduct\_\_
- NPMHU 7-Day No-Time-Off Suspension:  
Attendance\_\_Performance\_\_Conduct\_\_
- NPMHU 14-Day Time-Off Suspension:  
Attendance\_\_Performance\_\_Conduct\_\_

**EMAIL TO LABOR RELATIONS:**

- EMERGENCY PLACEMENTS
- SEPARATION OF PROBATIONARY EMPLOYEES
- REMOVALS

**EMPLOYEE INFORMATION**

<b>Name</b>	<b>EIN:</b>	<b>Title:</b>
<b>Office Name:</b>	<b>Finance Number:</b>	<b>ZIP Code:</b>
<b>Date Hired:</b>	<b>Grade/Level:</b>	<b>DES/ACT:</b>
<b>Work Hours:</b>	<b>Scheduled Days Off:</b>	<b>Pay Location:</b>

Deficiency/Offense (include who, what, where, when, how, and why complete narrative. Attachments must include employee's explanation [investigative interview]. Please add additional rows if necessary.

Specific Regulation(s), Manual(s), Handbook(s) violated:

**Previous Active Disciplinary Action With Final Grievance Outcomes Included:**

DATE PAST DISCIPLINE ISSUED	LEVEL OF DISCIPLINE	REASON FOR DISCIPLINE and STATUS (Grievance/Outcome?)
Click here to enter a date.	Choose an item.	
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**EVERY AAR (EXCEPT FOR EMERGENCY PLACEMENT) MUST HAVE AN ACCOMPANYING INVESTIGATIVE INTERVIEW.**

**JUST CAUSE**

1. What rule or regulation has been violated and is it a reasonable rule?
2. How do you know the employee was aware of the rule?
3. Was an investigation conducted?
<input type="checkbox"/> Yes <input type="checkbox"/> NO
Official Conducting II: _____
Union Representative (if present): _____
4. Was the investigation fair?
<input type="checkbox"/> Yes <input type="checkbox"/> NO
5. What credible proof/evidence has been presented?
6. Is the discipline being requested "even handed" in nature, meaning have you been consistent in requesting similar action for similarly situated employees?
<input type="checkbox"/> Yes <input type="checkbox"/> NO
7. Is the level of corrective action appropriate considering the individual's past record or is the infraction so severe as to not warrant progressive discipline?
<input type="checkbox"/> Yes <input type="checkbox"/> NO

8. Has the action been taken in a timely manner? If it appears that it might not have been, what are the reasons for the possible delay? Can the possible delay in any manner harm the employee from defending himself in this matter?

Yes

NO

## REQUESTING OFFICIAL

"I acknowledge I have been free to discuss, consult, communicate or jointly confer with higher reviewing authority prior to proposing this action if I deemed it desirable to do so. I have made an independent substantive<sup>1</sup> review of the evidence. By my signature below, I certify this request is based on my own judgment and recommendation, and is not the product of a "command decision" and has not been imposed upon me by higher authority in any manner."

***I certify I have observed the employee's Weingarten Rights:***

<b>Printed Name and Title of Requesting Official</b>	<b>Position Level</b>
<b>Signature of Requesting Official</b>	

## CONCURRING OFFICIAL<sup>2</sup>

"As the concurring official, I certify I have not coerced, ordered, or influenced the requesting official(s) to arrive at any particular conclusion in this matter. I understand I am not required to conduct an independent *investigation* of the matter in question, but by concurring with the requesting official's proposal, I claim I have made an independent, *substantive review* of the evidence and record presented to me by the requesting official(s)."

Additional comments if desired

Concurrence is not required for Letters of Warning

<sup>1</sup> **Substantive** means "independent in existence or function, not imaginary, real, and not subordinate."

<sup>2</sup> Required for all suspensions and discharges. **For the Rural Carrier and Mail Handler Crafts, it must be in writing and dated. While "written" concurrence is not required for the other crafts, it is recommended.** Concurrence is not required for Letter of Warning or EAS.

<b>Printed Name and Title of Concurring Official</b>	<b>Position Level</b>
<b>Signature of Concurring Official</b>	<b>Date</b>

**PLEASE PRINT AND RETAIN FOR REFERENCE IN THE EVENT OF A GRIEVANCE**