

## Informal Step A Position Page

Grievant/Class: \_\_\_\_\_ Phone # \_\_\_\_\_ Veteran? \_\_\_\_\_ CCA? \_\_\_\_\_ Career? \_\_\_\_\_

Shop Steward: \_\_\_\_\_

Installation/Station: \_\_\_\_\_

Issue: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Violations/Contractual Provisions: \_\_\_\_\_  
\_\_\_\_\_

What Happened: \_\_\_\_\_

Please write details of the grievance on a separate piece of paper. Tell the story/background of the grievance. Include Who, What, When, Where & Why. Describe your position on this grievance.

Arguments/Contentions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested Remedy: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach the Informal Step A Meeting Notes (including signed settlement, if applicable).