

Date:

To: Designated Step 3 Representative of Non-Grieving Union  
Name: \_\_\_\_\_

Re: USPS Case #:

From: USPS Step 3 Representative \_\_\_\_\_

As required by the June 26, 2018, MOU Re: Update of Regional Instruction (RI) 399 Procedures, Section 10.g, the attached case file is an Article 7.2 grievance regarding the Clerk and Mail Handler Crafts.

As the non-grieving union, you have twenty-one (21) calendar days to refer the above referenced grievance to the RI-399 Dispute Resolution Procedures (DRP) via written notice to the RDRC representatives of all three parties, with copies to the Step 3 representatives of all three parties. Failure to refer the grievance during this time period forfeits the Union's right to do so at a later date and prohibits the non-grieving Union from seeking to intervene in subsequent grievance or arbitration proceedings in this case.

Please complete the below information and return this form to the RDRC and Step 3 representatives no later than twenty-one (21) days from receipt.

Referring this case to the RI-399 DRP?	
_____ Yes	_____ No
_____ Name of Step 3 Non-Grieving Union Representative	
_____ Signature	_____ Date

Thank you for your attention in this matter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_, USPS Step 3 Representative