

## **AWOL/ATTENDANCE:**

- \_\_\_\_\_ Notice of action.
- \_\_\_\_\_ Past discipline – Status of.
- \_\_\_\_\_ 3971/3972's.
- \_\_\_\_\_ LMOU articles
- \_\_\_\_\_ Statement from employee.
- \_\_\_\_\_ Supporting statements (Doctor, Family, etc.)
- \_\_\_\_\_ Medical documentation.
- \_\_\_\_\_ Supervisors statement on why leave was denied.
- \_\_\_\_\_ Copy of request to installation head/designee requesting discipline (DAP).
- \_\_\_\_\_ 2608.
- \_\_\_\_\_ Copy of rules.
- \_\_\_\_\_ Any previous discussion on this issue? AOD's?
- \_\_\_\_\_ Stewards statement of facts and contentions:
- \_\_\_\_\_ Mitigating circumstances?
- \_\_\_\_\_ FMLA/OWCP issues?
- \_\_\_\_\_ Ears/ Clock Rings.
- \_\_\_\_\_ Has it met the test of just cause? Why is the discipline being issued?
- \_\_\_\_\_ Was there a pre-D. When, Where, What was said.
- \_\_\_\_\_ Always request them to be made whole as though they had not list time.
- \_\_\_\_\_ Request all information used to make this discipline determination.
- \_\_\_\_\_ Cite articles 16, 3, 19, & 10.

more

\_\_\_\_\_ Use exhibit form, number all documents, mark documents.

\_\_\_\_\_ Look at leave book/EARs, was the employee at work for discussion, etc?

\_\_\_\_\_ Why wasn't evidence accepted?

\_\_\_\_\_ Disparate treatment?

\_\_\_\_\_ Mitigating circumstances

\_\_\_\_\_ Supervisors notes.

\_\_\_\_\_ Have other employees been treated differently?