

## **DENIAL OF TRANSFER:**

\_\_\_\_\_ Copy of written dated request for transfer by employee.

\_\_\_\_\_ Letter denying the transfer. With specific reasons for denial.

\_\_\_\_\_ Postal records showing hiring ration during this time.

\_\_\_\_\_ Form 50 of affected employee.

\_\_\_\_\_ 3972 of affected employee.

\_\_\_\_\_ Copy of supervisor evaluation.

\_\_\_\_\_ Safety record of affected employee.

\_\_\_\_\_ OPF. Look for accommodations, awards, etc.

\_\_\_\_\_ 2608

\_\_\_\_\_ Discipline record.

\_\_\_\_\_ Cite Memo's

\_\_\_\_\_ Exhibit forms.

\_\_\_\_\_ Supervisors evaluation and notes.