

**Sample grievance #**

**Local Forms (Unauthorized)**

**Issue Statement:**

Did the Employer violate Contractual provisions, including but not limited to, Articles 3, 15 and 19 of the Collective Bargaining Agreement; the ASM and the Privacy Act by utilizing a form which has not been properly authorized?

**Remedy:**

Immediately discontinue using forms that are not properly authorized.

**M-01325 Step 4**

**May 6, 1998, I94N-4I-C 97116055**

We agreed that the issuance of local forms, and the local revision of existing forms is governed by Section 325 of the Administrative Support Manual (ASM). The locally modified form at issue was not promulgated according to ASM 325.12. Therefore, management will discontinue using this form.

**M-00852 Pre-arb**

**November 24, 1992, H7N-2D-C 42122**

The issuance of local forms, and the local revision of existing forms is governed by Section 324.12 of the Administrative Support Manual (ASM). The locally developed form was not promulgated according to ASM, Section 324.12. Therefore, management will discontinue the use of the subject form. *See also* [M-00808](#), [M-00809](#), [M-00821](#), [M-00849](#), [M-00887](#), [M-00852](#), [M-01107](#)

**See *Steward Resources* page for link to MRS decisions.**