



INFORMAL STEP A TRAINING CLASS

***** Application Form *****

The following applicant from NALC Branch # _____ would like to attend the Informal Step A Training Class to be held at the Maritime Conference Center in Linthicum Heights, MD.

Applications must be received no later than February 1, 2026, to be considered for the class being held March 15-20, 2026.

Name: _____ Cell Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail address: _____

Participant Information

1. Are you currently serving or have you ever served as a shop steward? ☐ YES ☐ NO
2. If you answered Yes to the previous question, how many years of experience do you have as a shop steward?
 - ☐ I have never filed a grievance
 - ☐ I have filed less than 10 grievances
 - ☐ I have filed between 11 and 50 grievances
 - ☐ I have filed more than 50 grievances
3. Select the one that best describes your grievance handling experience:
 - ☐ I have never filed a grievance
 - ☐ I have filed less than 10 grievances
 - ☐ I have filed between 11 and 50 grievances
 - ☐ I have filed more than 50 grievances
4. Why would you like to attend the Informal Step A Training Class?

5. If you are selected, would you be able to bring a laptop which is compatible with Microsoft products?
☐ YES ☐ NO

Participants will be selected based on availability and consideration will be based on the above information and the needs of the branch. Once selected, participants will be notified they have been selected and will be provided with further details and payment deadline information.

The cost of attending this training will be the branch/participant's responsibility.

The NALC has secured a rate of \$292.40 (single occupancy) or \$432.04 (double occupancy), per day, based on a five-night stay at the Maritime Conference Center for 2026. This includes a room, all meals, and refreshments during breaks. The total cost of this training (for 5 nights) is \$1,462.00 (single) or \$2,160.20 (double). The double occupancy rate breaks down to \$216.02 per person per night.

Please do not make travel arrangements until you are officially notified that you have been selected to attend the Informal Step A Training Class.

(Please select a preference): ☐ **March 15-20, 2026** ☐ **September 20-25, 2026**

Are you applying together with someone else from your branch?

☐ YES ☐ NO

If you answered Yes to the previous question, and both are selected, are you planning to share a room?

☐ YES ☐ NO

If you are planning to share a room, please provide the name of other applicant.

If you are not selected for the March 15-20, 2026, class, would you like to be considered for the September 20-25, 2026, class?

☐ YES ☐ NO

I certify that I meet the above-referenced criteria needed to attend this training program.

Applicant's Signature _____

Mail completed form to: National Association of Letter Carriers
Attn: Informal Step A Training Class
100 Indiana Ave. NW
Washington, DC 20001-2144