

Informal Step A Training announced

For the past two years, NALC has been creating a standardized Informal Step A Training program designed for NALC representatives with little to no experience as a shop steward or filing grievances. As a part of this program, NALC is launching a weeklong in-person class with two sessions being held in 2026. The first class will take place March 15-20, and the second will be held Sept. 20-25.

The program focuses on teaching participants their rights as stewards and how to properly assert them through the grievance procedure. In addition to instruction regarding the grievance procedure and the National Agreement, the class will include topics that will assist stewards in their roles as union representatives. These subjects include issues such as time management, the roles a shop steward plays, and how to use the various NALC resources found on the NALC website. The training also gives participants the opportunity to practice investigating a contractual violation and then meeting at the Informal Step A level.

To be considered for this training program, applicants should have little to no experience as shop stewards and/or with filing grievances. Members who have served as a shop steward for a long period of time or those who have extensive experience in the grievance procedure may not gain as much from this class as new shop stewards. Attendees should also be able to bring a laptop that is capable of running Windows-based programs.

The Informal Step A Training is designed for 50 participants per class and will include both large- and small-group instruction. The goal of the program is to give brand-new stewards the

foundation they need to successfully uphold the National Agreement and to file grievances on issues common on the workroom floor.

The training will take the participants with little to no understanding of rights as shop stewards or the grievance procedure through all of the aspects of the Informal Step A level to the point of appealing the grievance to Formal Step A.

Each Informal Step A Training session will begin on Sunday afternoon and end on Friday at noon. The training is conducted at the Maritime Conference Center, a union facility located minutes from the Baltimore-Washington International (BWI) Airport. A free shuttle to and from the airport is available.

The following is a list of some of the topics to be covered during the week-long program:

- Structure of the NALC
- Roles of a shop steward
- NALC resources for shop stewards
- How to fill out PS Form 8190
- Ethical decision-making
- Incident dates
- Effective statements and interviews
- The burden of proof
- Bargaining in good faith
- Remedies and settlements

Hands-on exercises include how to grieve the following issues:

- Attendance-related discipline
- Management's use of an office projection tool to determine a letter carrier's workload
- Overtime-related violations
- Management's denial of light duty

- Management's failure to perform a special route inspection (271.g)

The expenses associated with this training are paid by the branches that decide to send participants or by the participant themselves. The price (subject to change) includes room, tax, meals and refreshments during breaks each day. The cost of the training for the applicable dates is provided on the application form.

If you are interested in applying, scan the QR code below and enter your information. You can also go to nalc.org/informalstepatraining to download a hard-copy form that you can print out and mail in to the address at the bottom of the form. If you scan the QR code, your information is saved automatically once you complete the online form. The next available training dates are listed on the application. Members who are not selected for the March training class will have their applications kept on file for the September 2026 training class.

The deadline to apply for the March class is Feb. 1. Once the applications are received, members who are chosen will be notified of their selection and which class they will attend. **PR**

NALC Informal Step A Training
Class - Spring 2026

