



**BLE-T Division 622**  
**"The Future of American Railroading"**  
723 Flack Avenue  
Alliance, NE 69301  
(308) 762-2220 Office/Fax

# Memo

To: BLE-T 622 Locomotive Engineers  
From: **The Local Committee of Adjustment**  
CC:  
Date: March 21, 2008  
Re: The use of forwarding a declination to the Local Chairman

---

It has come to the attention of Brother Thomas and Brother Hellwig that some represented by BLE-T Division 622 are forwarding their declinations to the local chairman.

This process is in direct conflict with the process in place at our office. The proper process is listed on the Claim/Grievance Form and is as follows:

1. Fill out the Claim/Grievance Form in its entirety; Make sure you give as much detailed information as is possible in order that the appropriate Committeeman is able to represent your claim properly. This is impossible without the documentation to support it.
2. Gather all the pertinent documentation to support your claim as presented and attach in chronological order with the most recent first i.e. Claim/Grievance Form filled completely, Declination, Ticket, Supporting Evidence, and the 816 which will show the amount paid towards the claim (if any).
3. Staple in the right hand corner.
4. Place in the BLE-T 622 mailbox located downstairs in the yard office.

Forwarding to the local chairman is used for informational purposes only and will not be used to process your claim. I will request a member use it for my information, if I need to view the ticket for some reason, or if I am going to process the claim via email.

Any questions or comments concerning this or other matters of interest may be directed to [kwhite@blet622.com](mailto:kwhite@blet622.com) or call/fax the office leaving a message. We encourage the participation of the whole group.

ATTEND YOUR DIVISION MEETINGS THE FIRST TUESDAY/THIRD THURSDAY OF EACH MONTH @ 09:00 HOURS.

Fraternally,

Your Local Committee of Adjustment