

**NALC**

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Bulletin

2025 *JCAM* is now available

On Dec. 15, NALC and the Postal Service jointly released the December 2025 *USPS-NALC Joint Contract Administration Manual (JCAM)*. It is available on nalc.org and the USPS Blue Page. Simply visit the NALC website and choose the JCAM quicklink or type nalc.org/jcam.

The *JCAM* is a comprehensive, understandable and useful guide to the National Agreement published by NALC and USPS. The *JCAM* contains the authoritative, agreed-upon interpretations of the National Agreement, clarifying contract language that has frequently been misunderstood. Postal managers at every level are required to follow the *JCAM*'s interpretations of the contract because USPS has agreed to every word in the *JCAM*.

So, what has changed?

The December 2025 *JCAM* includes all of the new National Agreement provisions and memorandums of understanding (MOUs) included in the 2023-2026 National Agreement. In addition, for some of the new or changed contract provisions, in the 2025 *JCAM* there is new language clarifying the parties' understanding of the new or amended provision.

For example, Article 8 of the *JCAM* has changed considerably, which is in line with all of the changes to the overtime provisions in the 2023-2026 National Agreement. In Article 8 of the *JCAM*, there is new narrative language related to the new overtime desired list options, the new pay rate in Article 8.4.G, the new rights for full-time carriers to refuse to work beyond the 12 hours in a day or 60 hours in a week work-hour limits without fear of discipline or to volunteer to exceed those limits, and added explanations of the guaranteed non-scheduled day for part-time flexible carriers and city carrier assistants. The national parties agreed to most of this narrative language during the negotiations process and it is reflected in the *JCAM*.

The Article 41 section of the *JCAM* has also changed significantly. It features several new MOUs, such as MOU Re: Joint Workplace Improvement Process (JWIP) and the New Employee Experience, Retention and Mentoring Program (NEERMP).

Also, many other previously existing provisions have been amended to reflect the terms of the latest national agreement or to improve the clarifying language. In Article 11, there is an updated example of the pay calculation for PTFs to compensate them for holidays. In Article 17, the "Steward Rights" section has been updated to include that employees have the right to union representation during interrogation by the Office of Inspector General.

If you are an experienced contract enforcer, you are familiar with the Article 15 Dispute Resolution Process (DRP). In the 2023-2026 National Agreement, two of the previous DRP MOUs have been combined and streamlined, a fact that is reflected in the *JCAM*, which has removed the old MOUs and added the new one. Likewise, you may notice that the explanation of the "Promotion Pay Anomaly" in Article 9 has been removed because with the consolidation of the pay tables in the 2019-2023 National Agreement and the passage of time since, this anomaly is no longer an issue.

This edition of the *JCAM* is the first since the implementation of the Postal Service Health Benefits (PSHB) Program in January of 2025. Article 21 of the *JCAM* has been revised to update all the necessary references to PSHB.

These are just a few examples of the changes and updates members can find in the 2025 edition of the *JCAM*. The *JCAM* contains a vast wealth of interpretative material explaining the National Agreement; NALC members can use the *JCAM* to find answers to many of their contractual questions.

How can I get a printed 2025 *JCAM*?

NALC and USPS are in the process of jointly printing hard copies and hope to have them available to begin distribution by late February or early March. Every post office with city delivery will be mailed a printed copy of the *JCAM*. A letter accompanying the shipment of the *JCAM*, addressed to the NALC shop steward and the delivery unit manager, emphasizes that the *JCAM* is a joint resource and is to be used by both union and management representatives. Also, every NALC branch nationwide will be mailed a copy of the *JCAM* free of charge.

When it is printed, it will be available for purchase in NALC's online store on nalc.org.

And as previously stated, you can access the electronic version of the *JCAM* on the NALC website, nalc.org, and choose the *JCAM* quicklink.

With the new *JCAM*, union representatives will have even greater knowledge and another weapon in their arsenal as they fight to defend letter carriers' rights and enforce our collective-bargaining agreement. For more information on the *JCAM* and why we need one, read the "What's the *JCAM*?" article in the October 2025 edition of *The Postal Record*.

Branch Officers Training registration form

Please register me for the following NALC Branch Officers Training seminar:

March 16-19 in San Antonio

Room rate [single/double] is \$285 plus tax.*

PLEASE PRINT LEGIBLY

Name _____

Branch or state position _____

Branch # _____ Branch city _____ State _____

Home address _____

City _____ State _____ ZIP _____

Phone number (required) _____

Send to:

**Secretary-Treasurer Nicole Rhine
National Association of Letter Carriers
100 Indiana Ave. NW
Washington, DC 20001-2144**

**Or email a copy of the form to:
BOT@nalc.org**

*** Please do not make airline reservations until you receive an acceptance letter.**

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 shop stewards 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 shop stewards 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 weeklong 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.

Branch Officers Training set for San Antonio

NALC Secretary-Treasurer Nicole Rhine has announced that a Branch Officers Training will be held in March. Branch Officers Training sessions consist of three and a half days of educational seminars tailored to assist branch presidents, vice presidents, treasurers, recording secretaries, financial secretaries and trustees in the performance of their duties.

Branch Officers Training covers the basics for financial officers: reporting to the Department of Labor; fiduciary duties under the Landrum-Griffin Act; bonding and IRS reporting requirements.

Additional training topics include the *NALC Constitution* and branch bylaws; branch operations and identifying branch policies; maintaining accurate and complete meeting minutes; member notification requirements; record-keeping; branch elections; and branch dues and how to read a dues roster.

The Branch Officers Training is set for March 16-19 in San Antonio, TX. Room rate (single/double) is \$285 plus tax.

The class will fill up fast, so officers interested in attending should submit the registration form as soon as possible but no later than Feb. 20.

The registration form for the Branch Officers Training is at left. Branches must use the registration form to register for the class. Note: Please do not make airline reservations until you receive an acceptance letter.

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