

## NALC Contract DVD 2010

**N**ALC has recently created a new tool: the NALC Contract DVD 2010. It was produced to provide members with the latest and most complete set of resources available with tens of thousands of pages of postal-related documents.

Although it certainly should be in every steward's toolkit, you don't need to be a shop steward or a branch officer to find it useful. Not only does the new DVD contain the *National Agreement* and *Joint Contract Administration Manual (JCAM)*, it also has a wide range of NALC publications from our archives. The DVD contains *Carriers in a Common Cause*, a comprehensive history of the NALC, and the *Letter Carrier Guide*. Both publications are excellent resources for new members.

The NALC Contract DVD 2010 contains more than 50 current USPS handbooks, manuals and publications ranging from common handbooks, such as the *M-41*, *M-39* and *ELM*, to lesser-known publications—*Management Instruction EL 520-2005-1*, *Health Benefits and Life Insurance Coverage During Military Service* and *AS-353, Guide to the Privacy and Freedom of Information Act*, to mention a few.

The Contract DVD has the complete Joint Alternate Route Adjustment Process (JARAP) document and guide (M-01736). As we continue with the joint adjustment process, you will have all the documentation at your fingertips. If a manager says the JARAP agreement says this or that, you will be able to look for yourself.

The DVD also contains the *NALC Guide to Safety and Health*. This guide is intended for members of local joint safety and health committees and for other activists interested in safety and health issues. It provides basic information about many safety-related issues for letter carriers.

**Sound like a lot? Wait, there's more.** The Materials Reference System (MRS) is also on the DVD and is a collection of contract administration materials assembled by the Contract Administration Unit at headquarters. The MRS should be used as a supplement to the *JCAM*, which is authoritative and controlling in the case of any ambiguities or contradictions. Everything in the new MRS has a link to a significant reference document whether, for example, a national or regional arbitration, Step 4 settlements or a memorandum of understanding. All of these documents are searchable and are in PDF format so you can print them.



One of the most impressive reference resources on the DVD is *Defenses to Discipline*. This resource contains thousands of links relevant to defending letter carriers who face disciplinary action. Even if you are not defending a letter carrier facing discipline, you will likely find this publication quite interesting and definitely informative.

The DVD is searchable by word, topic and, to aid in your research, an additional search tool has been made available on the NALC website, which will allow you to search the DVD by index. This will greatly speed your search time. You may download the updated search patch by logging on to [nalc.org/depart/cau/cmcd.html](http://nalc.org/depart/cau/cmcd.html).

The Contract Administration Unit believes a well-informed and knowledgeable membership is a key element in our efforts to move forward and effectively represent letter carriers. This DVD was designed with that very purpose in mind—to be a useful tool to help members as they stand up against any obstacle. If you are interested in this resource and want more information, you can go to [nalc.org/nalc/store](http://nalc.org/nalc/store) and download the order form. 

