



Membership issues: OWCP and dues, proper Forms 1187 and 1188

Branch secretaries often contact the NALC Membership Department with questions regarding the dues payments of members who are still on the USPS rolls but are not receiving paychecks, or members who have been separated from the USPS and are receiving payments through the Office of Workers' Compensation Programs (OWCP).

Members on OWCP who remain on the branch's roster in a NO-DED (no dues deduction) status because they have not been separated from the USPS: National Headquarters deducts the national per capita and state dues from the branch's reimbursement check for NO-DED members. The branch may seek full dues payment from such members. However, some branches opt to waive the entire dues amount (absorbing the cost of the national and state per capita), while other branches seek only repayment from the member for the national and state portion of the dues. *Once the branch selects a policy, all members must be treated equally.* This holds true for the following situations as well.

Members on OWCP who are eventually separated from the USPS: Such members will show up on the branch's roster as SEP (separated from USPS employment). Members who were listed as SEP and are being paid through OWCP have the option of retaining their membership in the NALC. These members will fall into one of two categories: active or retired.

- **If they have not yet retired,** they must pay active letter carrier dues until they seek and obtain retirement status from the USPS. If they have retired, they will pay retiree dues. In either case, the branch should notify the Membership Department that the member intends to continue NALC membership. The member will be listed on the semi-annual per capita tax call, which bills branches semi-annually for national and state dues. *It is the branch's responsibility to collect any dues owed:* national per capita, state and local (unless the branch has determined local dues will be waived), and remit the national and state portion to NALC Headquarters. If the member refuses to pay the branch any dues owed, the branch may write my office

and request membership be canceled due to non-payment of dues.

■ **Note:** The Membership Department sends a Form 1189 to *all* retiring members, as we do not know when a member retires under OWCP instead of the usual OPM retirement. Therefore, when OWCP payees return the Form 1189 to NALC Headquarters and the Membership Department enters the data and forwards the Form 1189 to OPM, OPM rejects the information and the member will be identified as "in a special pay status," as there is no annuity through OPM. The branch will be notified by the Membership Department and a branch officer should follow up with the member to ensure dues are paid and the member appears on the semi-annual per capita tax call.

In regard to the semi-annual per capita tax call, all branch secretaries are advised that the working up of the per capita tax roster is the duty of the branch. Any semi-annual branch per capita tax roster returned to the Membership Department that is not in final form will cause the branch to be assessed \$100.

Important information regarding Forms 1187 and 1188: This is to advise all NALC branch officers and members that NALC Headquarters honors only the SF 1187—"United States Postal Service Authorization for Deduction of Dues" and PS Form 1188—"Cancellation of Organization Dues From Payroll Withholdings". These forms are consistent with Chapters 924 and 925 of the *Employee Labor Relations Manual (ELM)* regarding information for dues withholding and cancellation. **The forms available on the Office of Personnel Management's website are intended for other federal agencies.**

Reminders: The Minneapolis Convention Delegate Eligibility Lists (DEL) were mailed last month. Should your branch not have received its DEL, please call my office for a replacement. Branch secretary-treasurers will not receive housing information until the DEL has been received and the delegates subsequently are registered at Headquarters.

Branches with fiscal years ending Dec. 31: LM reports are due March 30, as 2012 is a leap year. ☒