

Letter Carrier Resource Guide



**Brian
Renfro**

NALC strives to produce resources that will be beneficial to our members. These resources include written guides that provide information about various issues for both NALC representatives and all letter carriers. We recently released the all-new *Letter Carrier Resource Guide* that provides information to assist every letter carrier. It is the most comprehensive guide to the job, rights and benefits to date.

The *Letter Carrier Resource Guide* combines the *2016 City Carrier Assistant Resource Guide* and the *2014 Letter Carrier's Guide* into one publication. It also includes new and updated information in addition to what was found in these previous

guides. It is a one-stop shop for all city letter carriers at every stage of their career.

“We recently released the all-new *Letter Carrier Resource Guide* that provides information to assist every letter carrier. It is the most comprehensive guide to the job, rights and benefits to date.”

The guide begins with some basic information about the job and the Postal Service for newly hired letter carriers. It also includes explanations of how NALC works and about our structure as a union. One chapter goes into detail about the opportunities for letter carriers to get involved in NALC.

The next section is dedicated to CCA rights and benefits. It includes updated and new information on more than 20 different topics including contractual rights, information on reading your pay stub, and benefits such as health insurance. It also covers a few important elements of the job for newly hired letter carriers, including lunch and breaks, and safety and health.

A new section called “On the Job” provides information on issues that letter carriers face every day on the workroom floor, such as the process of dealing with management and PS Form 3996. Other new sections include information on PS Form 3971, ePayroll and Wounded Warriors Leave. Work methods, different types of delivery and using the Mobile Delivery Device are explained in this section.

A large part of the guide covers rights and benefits afforded to letter carriers when they are converted to career status. This section is updated and expanded from the *2016 CCA Resource Guide*. It includes information on benefit options when converted, as well as explanations on nearly every contractual right that changes upon conversion to career status.

This section is applicable to all career letter carriers. Even longtime letter carriers will likely find some useful information in this section. Benefit information on health benefits, life insurance, long-term care, flexible spending accounts and retirement is covered here.

The *Letter Carrier Resource Guide* is now available on the NALC website in PDF format. It contains electronic links throughout to make the guide easy to navigate. For example, see the table of contents and click the issue you would like to read about. The link will take you directly to that section.

The guide also is being printed. While most find the electronic version more useful, some prefer the printed version. Please check the NALC website for information about how to obtain a printed version of the guide if you wish to do so.

We hope this guide serves as a resource and a reference for our members, as well as a useful training tool on the variety of issues covered. We appreciate the feedback from many members whose thoughts helped shape the topics and information covered in the guide.

