

MRS and *Shop Steward's Guide* updated

In the past two months, NALC has updated two resources for letter carriers—the Materials Reference System (MRS) and the *NALC Shop Steward's Guide*—and published them on the union's website, nalc.org.

The NALC's MRS Index and Summaries has been updated to include summaries of key contractual documents and direct links to all M-number documents as well as a select group of C-numbered arbitrations. The MRS has a new look and format, which will allow NALC to provide updates in real time.

The MRS is a prime resource for all NALC representatives who enforce and administer the National Agreement. While the format has been changed to allow for an easier search experience, the document still contains both a table of contents and a detailed index.

The MRS is located under the "Workplace Issues" tab and "Resources" section, easily accessible from the main

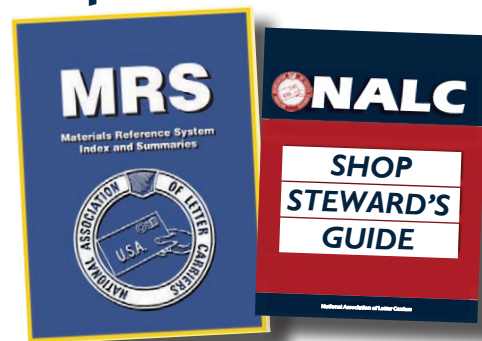
page of the website or by going to nalc.org/mrs.

The revised *NALC Shop Steward's Guide*, along with many updated grievance starters, is now available on the Members Only portal of the website. The guide is written for any NALC member who handles grievances at the Informal Step A and/or Formal Step A of the grievance procedure.

Older versions of the *Shop Steward's Guide* or Toolkit are obsolete and will no longer be available. NALC plans to update the guide in real time while ensuring that all stewards, activists and members have access.

To access the guide from the NALC website, log on to the Members Only portal, and click the "Members Documents" button, where you will find the *Shop Steward's Guide* and the available Grievance Starters in a drop-down menu.

Many letter carriers worked to update the MRS Index and Summary:



Special Assistant to the President Michelle McQuality; Region 1 Regional Administrative Assistant Colleen Karnthong; Jim Ruetze of San Antonio, TX Branch 421; and Brad Jasper of Yonkers, NY Branch 387. Communications Specialist Madeline Alvis prepared the document for the website.

Jasper also worked on updating the *Shop Steward's Guide* with Assistant to the President for Contract Administration Greg Dixon and Assistant to the President for Contract Administration Danielle Fake-Moorman. **PR**

Last chance to contribute through CFC

It's not too late to sign up to support the charities of your choice this year through the Combined Federal Campaign (CFC). But hurry—the open enrollment period for CFC ends on Jan. 14.

Federal and postal employees participate in the CFC by choosing from a list of charities to support through automatic deductions from their paychecks. To make recurring donations, active letter carriers may use payroll deduction, a credit or debit card or a bank account. They also may make a one-time donation using any of these methods except payroll deduction. Retired letter carriers also can give through CFC by making a

one-time or recurring e-check or credit card contribution. Participants can even volunteer for the charity and count the value of the hours as a donation.

The easiest way to sign up to make automatic donations is through the CFC Donor Pledging System at cfcgiving.opm.gov or through the CFC Giving smartphone app, available on the App Store and Google Play.

Letter carriers can choose from among more than 2,000 nonprofit charitable organizations to support through CFC—including the Muscular Dystrophy Association (MDA), NALC's official charity since 1952. MDA is the world's leading non-profit health organization

sponsoring research into the causes of, and effective treatments for, neuromuscular diseases. MDA research grants support research projects worldwide, as well as camps and activities for children who have any of these diseases. For more information, go to mdausa.org.

Since its inception in 1961, the CFC has raised more than \$8.5 billion for charities and for people in need. NALC President Brian L. Renfroe encouraged letter carriers to participate in the program. "Giving through CFC is an easy way for letter carriers to make a difference in their communities," he said.

For more information, go to nalc.org/cfc. **PR**