



National Association of Letter Carriers

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February 22, 2013

Dear Branch Presidents and Secretary-Treasurers:

Reviewing the biweekly branch roster upon receipt is of the utmost importance, particularly now since the recently arbitrated USPS-NALC National Agreement calls for changes in the letter carrier workforce. Please pay due diligence in reviewing the roster to ensure your branch is receiving the dues reimbursement for each member who has an active Form 1187. The following information should be helpful in assisting you in this matter.

The USPS has assured NALC that it will continue to keep in force the dues withholding of transitional employee members who are hired as City Carrier Assistants. In addition, the USPS will honor the TE Form 1187 for use in signing up City Carrier Assistants (CCA) for membership in NALC.

Please be advised that as early as February 27, NALC intends to distribute the new Form 1187 for CCAs to each National Business Agent's office for distribution to those assigned to new employee orientation. Headquarters intends to send enough CCA 1187s to each regional office so that the NBA office may distribute the forms to branches who may request them. Most likely if your branch is a large one, you may receive CCA 1187s directly from Headquarters. The forms also will be available by contacting the NALC Supply Department.

PLEASE NOTE: Both the TE 1187 and the CCA 1187 have additional information regarding texting and robo calling on the back of the blue page (Headquarters' copy). The back of the form should be completed before remitting to the Membership Department. When NALC finds it necessary to reprint career employee 1187s, this information request will be added to the blue page of the career Form 1187 as well.

The biweekly branch roster contains information on members and dues withholding and should be checked upon receipt for accuracy in dues deductions and designation/activity codes. Most of you know that part-time flexible letter carriers are "43," part-time regular letter carriers are "33," transitional employee letter carriers are "83," and full time letter carriers are "13." The USPS has advised NALC the designation/activity code for CCAs will be 84-4; however,

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NALC is pursuing a different number, ending in "3," which will keep to the past practice of letter carrier codes ending in "3." NALC will keep you apprised of the designation/activity code when it has been finalized. Should you have a question about codes or other information on your branch roster, please contact the NALC Membership Department at 202-393-4695.

The USPS is to continue the dues withholding of all CCAs after the break in service. It should not be necessary to initiate a new Form 1187 in order for the CCA to continue membership and thus dues withholding. However, please check the roster to see that after the five-day break in service the CCA is returned to the roster with dues deductions. As with transitional employees, the CCA may show up on the roster as a "NO-DED" (no deduction as not enough funds to deduct dues) or as a "NO PAY" (no paycheck issued). Depending on when during the pay period the break in service occurs, you may not see any change in the status of the CCA; in other words, dues may continue to be deducted. In addition, as with transitional employees, some CCAs may be assigned to a different finance number during service or after the five-day break. If this should happen, the dues withholding may be discontinued, and therefore the branch must be diligent in reviewing the roster and may have to have a new Form 1187 executed. The CCA may show on the roster as a "TR TO" (transferred to) if going to a finance number under a different branch and a "TR FR" (transferred from) if coming into your branch from a different branch. However, most likely the CCA will just disappear from the roster if the USPS fails to keep the dues withholding intact. In addition, please let my office know when this occurs so that the problem may be brought to the attention of the USPS. (The above "codes" also apply to career members.)

At the present time, *allotments* are discontinued during the five-day break in service. Since COLCPE contributions through payroll deduction are considered an allotment, it will be necessary for the branch to go back to the CCA member and have the CCA sign up again for COLCPE contributions to start up again after the break in service.

Should you note on the branch roster that a members' name appears a number of times in a row, please investigate as to why this happened. Sometimes the USPS makes an adjustment, possibly from a backpay award, whereby the member receives funds and dues are deducted from the award and passed through NALC Headquarters to the branch. However, NALC has had some problems in the past with HRSSC giving dues refunds to members who should not receive them. If you see a name appear numerous times on your roster and monies have been deducted, please investigate, then contact my office.

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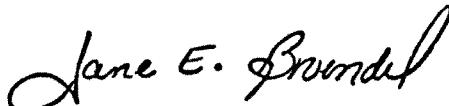
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As a reminder, all branches were to supply the Membership Department at NALC Headquarters with information on electronic deposit. If your branch has not done so, please do so immediately. While the Membership Department will continue to mail the roster, no hard copy checks will be sent to branches or state associations after March 31, 2013. If we do not have your information, we cannot send a dues reimbursement, and funds will be held at Headquarters until the electronic deposit information is received. Please do not wait until the last moment as this can take a few days after receipt to activate.

In addition, most NALC branches have fiscal years ending December 31; thus the yearly LM report to the Department of Labor (DOL) will be due no later than March 31. Branches who file an LM-3 or LM-4 are advised that the Department of Labor has revised its electronic filing system (EFS) to make it easier, more efficient, and more accurate (the software rounds up and checks for math mistakes) for branches to file electronically, rather than via paper form. The new EFS does not require the branch president and treasurer to purchase an electronic signature; rather, each will be given a pin through the DOL free of charge. I highly recommend your branch use the EFS to file its LM report.

Thank you for your dedication and service to the NALC, and I and the rest of the Executive Council look forward to working with you as we protect our members' futures.

Yours in Unionism,



Jane E. Broendel
Secretary Treasurer

cc: NALC Executive Council