

VOLUME 72 No 6

## USPS to initiate office activities study

Beginning next week, pursuant to Article 34 of the National Agreement, the Postal Service will begin conducting a study of city carriers' office activities. As with several other recent unilateral tests involving city letter carriers, USPS once again has decided to perform this study on its own rather than examining methods to improve the work environment and procedures related to city delivery with NALC through the joint City Delivery Task Force. With this new study, the Postal Service states city carrier's office activities will be observed and data collected in order for USPS to analyze and potentially develop new work methods or standards. Exploration of both items jointly by USPS and NALC are among the many subjects established and directed in the memorandum of understanding Re: City Delivery Task Force incorporated in the National Agreement.

NALC was first notified of the Postal Service's intent to conduct this study in a letter dated April 19, 2019. In a subsequent notification,
dated May 1, 2019, USPS told us the information collected from this study may be used during the collective bargaining process. During a meeting held on May 17, 2019, the Postal Service informed NALC that they intended to contract a third-party company to conduct this study. USPS also stated sites and routes would be randomly selected in which data
that a contract had been awarded for the data collection analysis and we were provided with a list of thirty-six sites of various sizes which had been randomly selected for the study. USPS stated the contractor will collect data through on-site visits both in the morning and the afternoon.

In a letter dated March 17, 2020, NALC was provided a list of the routes which were selected to be included in the study. Subsequently, on March 18, 2020, the Postal Service notified NALC the study was being temporarily postponed due to the Covid-19 pandemic.

A recent letter dated July 9, 2020, notified NALC the Postal Service was continuing preparation for the proposed engineered
collectors would collect data related to office activities. USPS anticipated collecting one day of data from approximately 400 routes during the study and the information would be used to evaluate current office standards and, if necessary, create new standards.

NALC didn't hear anything further about this study until we received notification from USPS dated March 3, 2020. We were notified work methods study and as part of this preparation, USPS intended to visit two sites in Marietta, Georgia to videotape city carriers performing office activities. USPS indicated the purpose of this video is to assist the contractor with creating training to be used by their observers in the study. On July 15, 2020, Director of City Delivery, Christopher Jackson, and Assistant to the President for City Delivery, Doug Lape, traveled to Marietta

Office Study cont'd on page 9

## RETIREMENTS



Last Punch for Curt Blackwell (Main Office) with Steward Aaron Hutchison Happy Retirement!


Last Punch for Karen Torell with Br. President Samantha Hartwig. Best Wishes!


Last Punch for Eric Twito (Lowry) with Steward Dave Anderson and Cindy Fossum Happy Retirement!


Retirement cake for Paul Olson and Greg Peterson (Thomas Burnett). Congratulations on your Retirements! *Spelling corrections from previous issue* Last Punch: Bob Beiersdorf Steward of BP: Jon Raven

NEW MEMBERS
Deshawn Bowens
Rochelle Burmett
Jeffrey Chambers
Brian Dudley
Robert Edwards
Terry Farrell
Patty Giang
Christine Hable
Anthony Hunnicutt
Caleb Jannsen Marjay Lies
Marlenee Lightfeather
Khadeem Lozier
Luke Michaels
Jhonatan Mora
Charles Mueller
Kyle Nordstrom Colin Palbicki
Bjorn Pedersen
Joel Ruby Edward Slater Joseph Sullivan Steven Sutherland
Kelly Thompson
Brandon Wagner
Matthew Warren

## IN MEMORIAM

James Stambaugh Russell Winans

## The Following is a list of Paid Members of PAL 9 for July, 2020.

## Very Concern Members

Deb Grunnes

Jim Fodstad Treasurer PAL 9

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## Branch 9 Officers

President Samantha Hartwig
Exec. Vice President JoAnn Gilbaugh
Recording Secretary Robb Petersburg

## Treasurer Lisa O'Neill

Financial Secretary Stacey Ellingson

Editor Jeremy Rothstein branch9news@branch9nalc.com

Sergeant at Arms
Jim Nelson
Trustees
Christa Abraham Johnna Lush Chris Pennock
Director of Retirees Melia Derrick

## NALC Health Benefits Rep.

 Ken JamboisHBR: (763) 370-1392
The Branch Nine News is a monthly publication of NALC Branch 9, and is published in the interest of and for the members of NALC Branch 9.
The opinions expressed by the writers are not necessarily those of the OFFICERS, or of NALC Branch 9.
Articles MUST be submitted to the editor by the 1 st of the month, and must be signed. The Editorial Staff reserves the right to edit or refuse to print articles which are derogatory in nature.

Any official NALC organization may reproduce our articles provided appropriate credit is given.

## PRESIDENT'S REPORT

## With the uptick in <br> COVID cases, especially in the

 City Letter Carrier Craft, we will be moving to online General Membership Meetings starting with the August 25th meeting. Please tear out the form in the Branch Nine News for the GMM, have your station steward sign your form, or you can write your Postal Record number on the form. Your Postal Record number is found above your name and address on the Postal Record. The form can be either mailed by US Mail to the Branch Office, or you can email it to Angie's email address (angie@branch9nalc. com). We will use the Postal Record number, or your steward's signature to identify that you are a Branch 9 member for the online GMM. An email will be sent to the email address you provide so you can register for the online ZOOM meeting.Management is beginning to resume 3999 street inspections. The COVID19- 3999 Guidelines have been included on page 4. There is no way to maintain a six-foot separation in the Postal Vehicles; because of this, the route examiner must take a different vehicle on the 3999 inspection. If management refuses to accommodate this while COVID is active, then give the Branch Office a call. This is a safety issue for everyone.

Governor Walz has issued a statewide mandate that masks be worn in indoor public places, and because of the statewide mandate management has informed us that they will start enforcing the wearing of either a face mask, face shield, neck gaiter, or any face covering while inside Postal Facilities. If you refuse to wear a face covering indoors it may lead to discipline.

I have had a few carriers tell me that even if management issues discipline, they will still refuse to
wear a face covering. The Postal Service will be following the State guidelines on this, and it will be difficult to prevail if someone is issued discipline for not wearing a face covering on the workroom floor. To put this into perspective, State Law requires all of us to wear seat belts when driving, and management could issue discipline if you are caught not wearing a seat belt. I am asking that for the short amount of time you are in the office casing please wear a face covering, it is not worth possibly being disciplined for refusing to comply with Management's instruction. If you have a medical condition that prevents the wearing of face covering you will need medical documentation that states due to a medical condition you are unable to wear a face covering, this will be the only exception the Post Office will allow.

The Post Office has recently changed how we do our jobs. At the direction of the new Postmaster General, all carriers are expected to spend only an hour in the office in the morning, and get to the street to deliver the mail, that is, unless the station qualifies for more than one hour in the office. In addition, clerks are to stop throwing post 30 minutes after the carriers begin tour. These new operational changes are causing packages to be curtailed to the next day, instead of being delivered the day they arrive. While this goes against our motto of "every piece, every day", management maintains the right to direct us in how to perform our jobs. Anytime parts of route go undelivered please let the Branch Office know. We need to know the station, route, and how much was undelivered.

The Elmwood Post Office and the Brooklyn Center Post Office were selected unilaterally as test sites for the Expedited Street/Afternoon Sortation (ESAS) that began on July 25th. Originally, this test was


Samantha Hartwig
going to require the carriers to punch in, do a vehicle inspection, grab accountable items, grab DPS, grab post, go directly to the street, deliver the mail, and finally sort all mail in the afternoon, and pull the route down for the next day. On July 25th, day one of the test, it changed. Now they case all flat mail in the tubs at the case, along with the normal morning duties, case any bypass mail in the afternoon, and the following morning after flat tub mail is cased, it will get pulled down for delivery.

The Post Office believes that this test will save money on overtime. The overtime violations have continued, and the stewards are filing grievances. We do not have enough data on the ESAS test yet, but there are mixed reviews from the carriers on how well, or not so well, they feel the test is working. For now, we are observing the test, gathering information, and filing grievances when management violates the contract.

I want to remind everyone that posting anything to a Social Media site during your work hours, and/ or in Postal Uniform MUST BE AVOIDED. We have had some carriers get in trouble for posting to Facebook while on the job, posting pictures with the mail, while driving Postal Vehicles, and other questionable actions. The Post Office is watching all social

Pres. Report cont'd on page 9


## Exec. Vice President's Report

## Is this ever going to end?

We need a stop to the forced overtime. People who aren't on the overtime desired list, (nonODL'ers), are at their wits end with the amount of overtime they are working. Non-ODL carriers are working on their SDO's and Sunday Amazon deliveries are no longer just for CCA's.

Non-ODL carriers are understandably upset. People are physically and emotionally drained from the last two years of forced overtime. We all want it to stop. The source of the problem is staffing. The Postal Service hasn't hired enough people to give us relief. There isn't an adequate number of individuals applying for CCA positions and those that do often don't pass their background check.

There are carriers who perceive, that as a union, we don't care about the situation. Nothing could be further than the truth. We want overtime to be managed correctly. We want forced overtime to stop. In a perfect world we could snap our fingers and make it so. But that's not reality.

The union is here to uphold the contract, including Article 8, which was designed to protect those who don't want to work overtime. Unfortunately, it wasn't written with our current staffing conditions in mind. Over half of the grievances that we process are about Management's inability to distribute overtime according to our contract. We're successful most of the time in obtaining a monetary resolution for the
harmed carriers. Nonetheless, that doesn't replace the time that the non-ODL'ers lost, that they should have been able to use as they saw fit.

I discuss forced overtime with at least one or two carriers every day. Believe me; if we, as the union, could fix the staffing issues, we would. But that is not within our purview. It is particularly distressing to me when carriers

confuse our role as the union with that of our employer, the USPS. The Postal Service is in control of hiring, not the union. As much as we'd like to compel Management to end the short staffing, it's not within our power to do so. Article 3 affirms Management's right to manage and implicit within that right, to mis-manage, as long as the rest of the contract isn't violated.

It's our job to enforce the contract and influence as much as possible for the betterment of our members. We are as frustrated with the staffing issue as the carriers we serve. Don't misconstrue the incessant stream


JoAnn Gilbaugh
of grievances we file as some sort of an approval or endorsement of Management's inability to sufficiently staff. So far, the grievances have not stopped the overtime violations. Nevertheless, we will continue to grieve them.

In the meantime, the Service assures us they are actively hiring as many new CCA's as they can. Our Carrier Academy is training new people weekly. Until things get better, we ask that each of you stay observant and work safely. Exhaustion can be dangerous, and your safety and health are more important than making the numbers.

No one should be forced to work days upon days with no time off. Our contract provides for scheduled days off for a reason. It's not ok to be physically and mentally pushed to the edge. Notify Management if you cannot safely do your job. You have the right to safe working conditions and being extremely fatigued is not safe. Do not push yourself to the brink. We may be treated that way, but we're not machines. Even so, machines break down without proper maintenance and breaks. Make sure to take care of yourself and each other. Together we will make it through this.

In Solidarity, Jo


## Dave Allmann

There hasn't been a whole lot of exciting news of late. However, through it all, there are some positive things to look at. We have done an incredible job when it comes to safety. Thanks to all of you that made this happen. It all shows up when looking at the accident report.

2018 Total accidents were 2160
2019 Total accidents were 1969 or 191 less accidents

We are on pace to have even less in 2020. This is reflected when looking at the Y.T.D. accidents. Oct. 2018 - June 2019 we had 1601 accidents vs Oct. 2019 - June 2020 we had 1071 accidents The 33\% drop amounts to 530 less accidents. Let's see if we can continue the trend and make this our 2nd year in accident reductions.

## 9's Safety Liason Report

We will be challenged with all of the new changes being put in place. Unfortunately we can't control what changes comes our way. But we can control how we handle the changes. Controlling how we react to these changes will allow us to be mentally sharp with safety. We need that sharpness to focus on our safety.

They are starting to give us the new ProMasters to replace the Uplanders. We must focus on what the height is when entering lower clearances. The overall size is bigger and needs more room to navigate it. Having less visibility makes driving even more challenging. Knowing and understanding the limitations of the vehicle we can focus on how to safely maneuver it. I'm interested in any ideas or suggestions in how we can make driving them safer. Some have been bruised already and we need to do what we can to make them last.

As we head into the dog days of August the bees are starting to get into their nasty frenzy. I just saw someone get stung as they walked past a shrub. Fill out a 1767 if you come across a bee hive/ nest on your route. Management should make contact with the homeowners to get it removed. Dogs are also starting to get a little feisty and are getting some flesh. Let's focus on the basics to
ensure you're not the next victim. Your choice of dog spray or whistle could help ward off an attack. By carrying your satchel will give the dog something to bite instead of you. Please make sure your dog warning cards are readily available for others when you're not available to work.

In closing I would like to add something positive about Covid19. With 1200 carriers it's nearly impossible not to be affected in some way. The cases have been isolated and hasn't spread out to any one installation. In fact there have only been 169 employees in the Northland district affected by the virus. We have approximately 13,000 employees in the district. By continuing social distancing and wearing masks will help prevent the spread. Use good hand washing skills and refrain from touching your face. If you are showing any of the symptoms or are feeling sick, please stay home.

There has been a lot of CCA's converted to regular. Please remember they are still inexperienced and are still in need of help. Take one under your wing to give them a good foundation so they can have a good career like you have.
-DA

Br. 9 Retired Letter Carrier Kerry Herdine
Home: 952.854.2655
Cell: 612.805.8407

## AME'S UNIFORMS

 OUR BUSINESS IS MAKING YOU LOOK GOOD!We offer "Life of the Garment" guarantee. If fixable we will repair your uniform at no cost to you. Take waist in/out and change hem length

## Request to Join ZOOM GMM Meeting

## It's a whole new world!

Starting August 25,2020 at 7:00PM (until further notice).
Branch 9 members will be able to attend monthly GMM's via computer in the comfort of your own home.

All of these meetings will be closed captioned.
If you are a Branch 9 NALC member and wish to join in on these monthly meetings, please fill out the registration form below. If we do not receive your completed form, you will NOT be sent the invite.

> Active/CCA Carrier $\square \quad$ Retired Carrier $\square$ STATION: Steward's Initials: If Active Member NAME:
> COMPLETE ADDRESS:
> Address, Unit \#, City, State, Zip
> PHONE \#: E-Mail:
> POSTAL RECORD \#:
> (Must have to confirm you are a NALC member in good standing - located on Postal Record mailing label)
> E-mail/Scan to angie@branch9nalc.com, fax to 612.781 .9849 or mail completed form to 4001 Stinson Blvd, Ste 304, Columbia Heights, mN 55421

If you have any question's contact the Branch at (612) 781.9858.


# SIGN ME UP! How to contribute to the Letter Carrier Political Fund using PostalEASE - ONLINE Enrollment 

## Through PostalEASE, active letter carriers can contribute directly from their USPS paychecks to the Letter Carrier Political Fund (NALC's PAC) by designating the Political Fund as one of the three payroll "allotments."

## Online Enrollment

1. Login to USPS's Postal Ease website at https://ewss.usps.gov

You may also get to the Postal Ease website through the USPS LiteBlue website See the instructions below
2. Click "I agree"
3. Enter your Employee ID number and Password and click "Submit" If you have not yet set up a password click the link provided on the page or go to:
https://ssp.usps.gov/ssp-web/welcome.xhtm|
If you forgot your password click the link provided on the page or go to:
https://ssp.usps.gov/ssp-web/einVerification.xhtmI
4. Under Payroll click "Allotments / Payroll Net To Bank"
5. Click "Continue"
6. Click "Allotments"
7. Enter the 9-digit Financial Institution Routing Number: 064000017
8. Enter your 17-digit Account Number $\qquad$ 0034952535 See instructions in step $D$ at right
9. Enter Account type as "checking"
10. Enter amount of your Allotment: \$ The maximum yearly amount is $\overline{\$ 5,000}$
11. Click VALIDATE
12. Click SUBMIT
13. Print or write down your confirmation number for your records

To get to Postal Ease through Lite Blue:

- Got to www.liteblue.usps.gov
- Enter you employee ID and Password and click "Log On"
- Click "My HR"
- Click "Employee Apps"
- Click "PoastalEASE"
- Begin at step 1 above

BEFORE YOU START, YOU'LL NEED:
A. Your 8-digit Employee ID Number (on your paystub)
B. Your USPS password
C. Your Postal Record Number (Located on the back cover of your Postal Record magazine, above your name. Or call 202.393.4695 to get your Postal Record Number). See the example below.

```
********* AUTO** 5- DIGIT 54321
XXXXXXX89%C 9876 W 1308
Letter Carrier
1234 Main Street
Anywhere, US 54321-9999
```

D. To create your personal account number, insert the seven digits of your Postal Record Number to the spaces below:
_-______0034952535

[^0]
## Assailed on all Sides

It seems like the Postal Service and postal employees are surrounded by obstacles these days. Every day you deal with the mail and a flood of parcels. Each day you worry about your exposure to the virus and bringing home an illness to your loved ones.

Several zones have been rocked by violence, even lost their stations and vehicles. We're all concerned about restoring our communities and correcting historic injustice. On top of that, the boss wants you done in 8, probably with a pivot!

Right now, we need all the allies we can get, most of all in Congress, our ultimate authority. If you have already contributed to PAL-9, our Branch 9 political action committee, or the Letter Carrier Political Fund (LCPF), thank you for your contribution.

If not, please consider an amount appropriate for you to either PAL-9, LCPF, or both. PAL-9 works with politicians at the local and state level (including our representatives in Congress), while the LCPF operates out of Washington at the national level. Both perform valuable work for letter carriers and the Postal Service.

Joel Carter, President PAL-9

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media. When I get a call from the Business Agent's Office, because the District Manager is looking to discipline, or worse, remove someone from the job, the clock starts ticking to get ahold of the carrier before management does, and get him/her to take down the post immediately. We have had too many carriers in Branch 9 that have needed to be contacted, and it is only a matter of time before the Post Office stops giving the Union an opportunity to talk to the carrier first. Please stay off all Social Media when on the clock.

The Branch 9 Building Committee has been gathering information, and meeting to discuss options going forward with our property at 2408 Central Ave. Because the committee is still gathering information, I hope to have a report for the membership by the September General Membership Meeting on our options to rebuild, or the sell the property and move. I am looking forward to finally chairing my first General Membership Meeting as President of Branch 9 on August 25th. COVID has greatly impacted the way we interact with each other and makes in person meetings unable to happen for the foreseeable future.

In Solidarity, Samantha

## Office Study cont'd from page 1

to visit and observe these sites while this videotaping was being conducted. Three volunteer letter carriers were videotaped while performing office duties and loading and unloading of their delivery vehicle, in the morning and afternoon. During this visit NALC was introduced to representatives from the thirdparty contractor Deloitte, who will be conducting the study.

On July 31, 2020, NALC received the data collection schedule and a list of the routes identified for the study. Data collectors will count the mail and observe the regular carrier perform office and loading/unloading duties in the morning and the afternoon on the selected routes. If the regular carrier is unavailable on the scheduled day, the data collector will observe the carrier technician or choose another route from the list provided. Only the routes indicated on this list are intended for the study. USPS indicates a standup talk will be provided to city carriers on the Saturday prior to the beginning of the study in selected sites. Additionally, USPS states most sites will have one to two data collectors observing the scheduled routes for one week, Monday through Saturday. In
some offices, the data collectors will be observing for a two-week period. Currently, the study is scheduled for a 5 -week period beginning August 3, 2020. The data collectors will not be giving instructions and will only be asking questions to clarify functions being performed as part of the study. Throughout the study, data collectors are expected to maintain the appropriate social distancing per Postal Service social distancing protocol and CDC guidelines.

Letter carriers are reminded to continue performing their duties as they normally do, and in accordance with Handbook M-41 provisions. NALC will be sending a local or regional representative into each site to explain the study to the letter carriers and answer any questions they may have. Once the data collection is complete, those representatives will return and obtain feedback from the carriers involved in the study. NALC headquarters will be monitoring this test closely and exercise its rights as necessary in accordance with Article 34 of the National Agreement.
source: www.nalc.org

## J. Wesley Woods

## \$1,000 Scholarship Application Form



## Jerome J. Keating/Austin B. Carlson \$2,000 Scholarship Application Form

Name $\qquad$ Phone $\qquad$ ,
Address $\qquad$ 1
$\qquad$
High School
Member parent's name
Work unit
School to attend (if known)

> Walter E. Couillard/Eugene P. McNulty \$2,000 Scholarship Application Form

Name
Phone
Address
$\qquad$

High School
Member parent's name
Work unit

School to attend (if known)

> High School Seniors, please submit your scholarship applications to Branch 9 by August 21. Winners will be drawn at August GMM online.

Every spring, Branch 9 awards three scholarships to graduating seniors: the J. Wesley Woods Scholarship ( $\$ 1,000$ ); the Jerome J. Keating/Austin B. Carlson Scholarship ( $\$ 2,000$ ); and the Walter E. Couillard/Eugene P. McNulty Scholarship $(\$ 2,000)$. These awards have made it easier for many students to begin their post-secondary education while honoring the sacrifices and contributions of important Branch 9 Leaders.
The following rules apply to all three scholarships:
A. Any senior graduating from high school and is a dependent of a Branch 9 member is eligible for these scholarships.
B. The scholarships may be used for any accredited trade school, vocational/technical institute, community college, or university.
C. Three names will be drawn for each scholarship. The first name picked will be the winner, then first and second runner-up respectively.
The winners of any drawing will not be eligible for the other drawings.
D. The application for the drawings will run in the June/July issue of the Branch Nine News. The drawing will be held at the August General Membership Meeting. The applications shall contain the following information:

1. The applicant's name, address, and home phone number.
2. The name of the applicant's parent or guardian who is a member of Branch 9 .
3. The intended school of choice, if known.
E. Payment to the winners will be made after they have enrolled and can show proof of payment towards their tuition.

Members with dependents who graduate from high school this spring and who plan to attend an accredited educational institution next fall, should complete the applications and return them to the Branch Office by August 21. All three forms should be submitted as there are three separate drawings for each scholarship. Please enter the three scholarship drawings only once.

COLOR CODED CALENDARS
It's that time of year again time to place your orders for the 2021 color coded calendars.

NAME:
STATION:
PHONE \#: $\qquad$
\# OF CALENDARS: $\qquad$ AMT PAID: $\qquad$

- Price per calendar is $\$ 4.00$
- Make checks (NO CASH) out to Richdon
- MAIL checks to Branch 9

4001 Stinson Blvd, Suite 304 Columbia Heights, MN 55421

- DEADLINE - Friday, September 18, 2020

If you have any question's contact Ken Jambois at (763) 370-1392 or e-mail kjambois88aaol.com.

Branch Nine News 4001 Stinson Blvd. Suite 304 Columbia Heights MN 55421

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| *Join Veterans Group https://www.nalc.org/ |
| member- benefits/join-the-nalc-veterans-group |
| * Branch9nalc.com (website) |
| *"like" our Branch 9 Facebook Page |

Contribute to the PAC
The Letter Carrier Political Fund is the anchor for NALC's legislative and political activities.
nalc.org/government-affairs/political-activity

## Branch 9 Calendar

Most BRANCH 9 Meetings and events have been modified, postponed or canceled until further notice.
Please continue to check the website and Facebook page for the latest information.
We will continue to explore alternatives to meetings to get information and training to the stewards and members.

| August 25 | September 7 |
| :---: | :---: |
| GMM |  |
| 7:00 PM | Labor Day |
| Zoom/Online |  |

September 8
Steward Meeting 7:00 PM Zoom/Online


## THE DIRECTOR OF RETIREES IS SCHEDULING ONLINE SOCIALS

If you wish to be part of them, contact Melia, the Branch office or check our Facebook page.

All other breakfasts and meetings are cancelled until further notice.

Since union dues can't be used to support candidates for political office, NALC relies 100 percent on member contributions to the LCPF, which in turn helps us support those on Capitol Hill who defend the issues that matter most to us. Our PAC brings together in Washington strong letter carrier advocates-from all political parties-who are dedicated to helping to defend a strong USPS that provides universal, innovative and affordable service


[^0]:    By making a contribution to the Letter Carrier Political Fund, you are doing so voluntarily with the understanding that your contribution is not a condition of membership in the National Association of Letter Carriers or of employment by the Postal Service, nor is it part of union dues. You have a right to refuse to contribute without any reprisal. Any guideline amounts are merely suggestions, and you may contribute more or less than the guidelines suggest and the union will not favor or disadvantage you by reason of the amount of your contribution or your decision not to contribute. The Letter Carrier Political Fund will use the money it receives to contribute to candidates for federal office and undertake other political spending as permitted by law. Your selection shall remain in full force and effect until cancelled. Contributions to the Letter Carrier Political Fund are not deductible for federal income tax purposes. Federal law prohibits the Letter Carrier Political Fund from soliciting contributions from individuals who are not NALC members, executive and administrative staff or their families. Any contribution received from such an individual will be refunded to that contributor. Federal law requires us to use our best efforts to collect and report the name, mailing address, name of employer and occupation of individuals whose contributions exceed $\$ 200$ in a calendar year

